DOCUMENT RESUME

ED 101 521 EC 071 263

AUTHOR	Myers, Marvin L.; And Others
TITLE	Master Planning Guide for Instructional Objectives. Colorado State Plan for the Developmentally Disabled.
INSTITUTION	Colorado State Dept. of Institutions, Denver. Div. of Developmental Disabilities.
SPONS AGENCY	Bureau of Elementary and Secondary Education (DHEW/OE), Washington, D.C.
PUB DATE	May 74
NOTE	80p.
EDRS PRICE	MF-$0.76 HC-$4.43 PLUS POSTAGE
DESCRIPTORS	Adjustment (to Environment); *Behavioral Objectives; *Communication Skills; Exceptional Child Education; Handicapped Children; *Leisure Time; *Motor Development; *Normalization (Handicapped); *Perceptual Motor Coordination; *Prevocational Education; *Reading Skills; *Self Care Skills
IDENTIFIERS	Developmental Disabilities; Elementary Secondary Education Act Title I; ESEA Title I

ABSTRACT

Presented by the Master Planning Committee of the Colorado Department of Institutions and the Division of Developmental Disabilities is a behavior inventory of sequential skills in four areas basic to the normalization of developmentally disabled persons. Instructional objectives are listed in the following areas: physical, including perceptual motor, fine motor, and gross motor skills; communication including writing, reading, speech and language skills; self-management and daily living skills; and employment including work performance, administrative routine, and self-employment skills. Objectives are arranged in defined levels, (such as advanced ball handling skills) and broken down into sequential steps (such as client moves to catch 5" ball when rolled to him). (CL)

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

ED101521

COLORADO STATE PLAN FOR THE DEVELOPMENTALLY DISABLED

MASTER PLANNING GUIDE

for Instructional Objectives

PERMISSION TO REPRODUCE THIS COPYRIGHTED MATERIAL HAS BEEN GRANTED BY
Colorado Master Planning Com. Div. of Dev. Disab.
TO ERIC AND ORGANIZATIONS OPERATING UNDER AGREEMENTS WITH THE NATIONAL INSTITUTE OF EDUCATION. FURTHER REPRODUCTION OUTSIDE THE ERIC SYSTEM REQUIRES PERMISSION OF THE COPYRIGHT OWNER.

JOHN D. VANDERHOOF
Governor, State of Colorado

John R. Kennedy
Executive Director, Department of Institutions

Marvin L. Meyers
Chief, Division of Developmental Disabilities

Notice of Copyright
Copyright Holder - State of Colorado, Master Planning Committee of the Division of Developmental Disabilities, May - 1974.

This project was funded in part by ESEA, Title I, P.L. 89-313 funds.

DIVISION OF DEVELOPMENTAL DISABILITIES MASTER PLANNING COMMITTEE:

Chief: Marvin L. Meyers
Assistant Chief: Richard K. Mason
Chairman: Howard Boozer, State Home and Training School, Wheat Ridge
Vice-Chairman: James P. Graves, Division of Developmental Disabilities

Members:

Kent Bennett, State Home and Training School, Pueblo
Steve Chiovaro, State Home and Training School, Grand Junction
Doris Morrison, State Home and Training School, Wheat Ridge, Parent
Herb Padzensky, Division of Developmental Disabilities
Paul Shibata, Volunteer in Service to America (VISTA)
Larry Velasco, Pueblo Community Center
Charlice Webb, State Home and Training School, Wheat Ridge, Parent
Ruth Wood, Boulder County Community Center Board

Task Force Members:

Christine Bahr, Denver County Community Center
Jim Boland, United Cerebral Palsy Association of Weld County
Stan Bond, AVATRAC, Arapahoe County
Alice Brescia, State Home and Training School, Pueblo
Gerri Brown, State Home and Training School, Wheat Ridge
Betty Brueggeman, Colorado Springs Community Center
Ellen Busdicker, Denver County Community Center
Pat Cadez, State Home and Training School, Grand Junction
Sib Clack, State Home and Training School, Wheat Ridge
Carol Cox, State Home and Training School, Wheat Ridge
Ila Custer, Lakeview Village, Longmont, Parent
Barbara Dick, Arapahoe County Community Center
Garrett Dick, Laradon Hall, Denver
Betty Dickson, State Home and Training School, Wheat Ridge, Parent
Bonnie Gable, State Home and Training School, Grand Junction
Dr. F. William Happ, Laradon Hall, Denver
Lynda Hein, Arapahoe County Community Center
Anna Hill, Division of Developmental Disabilities
Cora Holmes, H.I.P. Project
Dorothy Jochim, Jefferson County Community Center
Stella Jones, Denver County Community Center
George Kemper, State Home and Training School, Wheat Ridge
Eunice Klein, State Home and Training School, Wheat Ridge, Parent
Sue Lyon, Laradon Hall, Denver
Ardith McGinty, State Home and Training School, Wheat Ridge
Eddie Navarro, State Home and Training School, Wheat Ridge
Lorna O'Neal, Cerebral Palsy Center, Denver, Parent
Judy Pierson, Foothills Rehabilitation Center
Wallace Ragan, Jefferson County Community Center
Betty Rider, State Home and Training School, Wheat Ridge, Parent
Virginia Ruddick, State Home and Training School, Pueblo
Ann Schaffer, State Home and Training School, Grand Junction
Gloria Shanahan, Laradon Hall, Denver, Parent
Aprilly Stellpflug, Pueblo County Community Center

Christine Thurston, Jefferson County Community Center
Beth Townsend, SEMBCS
Henry Turner, Interested Citizen, Fleming, Colorado
Gene Van Blaricon, Denver County Community Center
Sharon Vecellio, Arapahoe County Community Center
Jo-Ann Ward, Adams County Community Center
Bill West, Denver Association for Retarded Citizens
Marian Williams, State Home and Training School, Wheat Ridge
Ila Wilson, Denver County Community Center
Dave Wood, State Home and Training School, Wheat Ridge
Dr. John Wooster, Weld County Community Center

Special Contributors:

V. Lucile Bramley, Division of Developmental Disabilities
Carol Bushkovski, Division of Developmental Disabilities
Marilyn Day, State Home and Training School, Pueblo
Laurice Denham, Boulder County Community Center
Dieter Eberl, Division of Developmental Disabilities
Vicki Garcia, State Home and Training School, Pueblo
Ted James, Larimer County Community Center
Lloyd Landin, Boulder County Community Center
Gary Lewis, Longmont Workshop
Sue Pottorff, Division of Developmental Disabilities
Jean Reichen, State Home and Training School, Wheat Ridge
Dominic Reinpold, State Home and Training School, Wheat Ridge
Dan Sheehan, Jefferson County Mental Health Center
Susan Sporn, VISTA, Division of Developmental Disabilities
Robert J. Stephens, Division of Developmental Disabilities
Angela Yaron, Division of Developmental Disabilities

The Colorado Department of Institutions and the Division of Developmental Disabilities established the Master Planning Committee in 1972 to fulfill the need for a comprehensive long-range plan for the care and training of the Developmentally Disabled clients.

The resulting Guide is to establish a consistent approach in determining goals and objectives to be used to direct the progress of the Developmentally Disabled client. The Guide is designed as a workable tool to identify each client's individual developmental needs and will soon also identify the services required to meet these needs. The Guide is also a communication base to be used within and between services.

The results of the Master Planning Guide for Instructional Objectives (MPG) are presented in four major categories: physical, communications, self-management, and employment skills. The Committee defined skill categories and a group of task forces composed of experts in each area explored and developed each category. The Committee edited and reorganized the attached Guide into its present form.

The MPG is an inventory of positive measurable adaptive behaviors listed in a developmental sequence or in approximate order of difficulty. The most advanced skills are listed first and the basic skills follow. The skills and definitions listed are milestones of behaviors, and, therefore, the MPG does not represent range of behaviors which an individual may acquire, but rather the basic skills necessary for the normalized development of the client.

The MPG is not a test, nor methodology, nor curriculum, but provides instructional objectives. The Adaptive Behavior Scale can be used to assess general strengths and weaknesses of a client. The MPG is used to develop and report specific objectives for the client. The MPG is used because it provides a broader and more indepth listing of skills than the A.B.S. There are no constraints on methodology extended to the direct personnel in raising the level of the client, but if help is needed to develop programs, the ABS-MPG printout provides a listing of programs that are available for each item of the A.B.S. In the MPG, provisions are only made for normal sequential development. The experience and professional training of those with appropriate expertise must be utilized to adopt the program to the specific need of each client. In applying the MPG to the client for individualized prescriptive programming, it is imperative to consider the client's environment and culture. It must be noted that a client because of certain disabilities, who cannot meet a completion of a skill category, shall be allowed to progress in his development in other skill categories. These categories are interrelated and dependent.

The determination that a client has achieved an objective (milestone) in the MPG is based on his performing the skill independently. The criterion for "independently" is performing the skill 80% (4 out of 5) of the time in the appropriate situation (when no indication of consistency is defined in a milestone). However, depending on the individual client and the behavior, more or less trials may be used and a higher or lower percentage may be used.

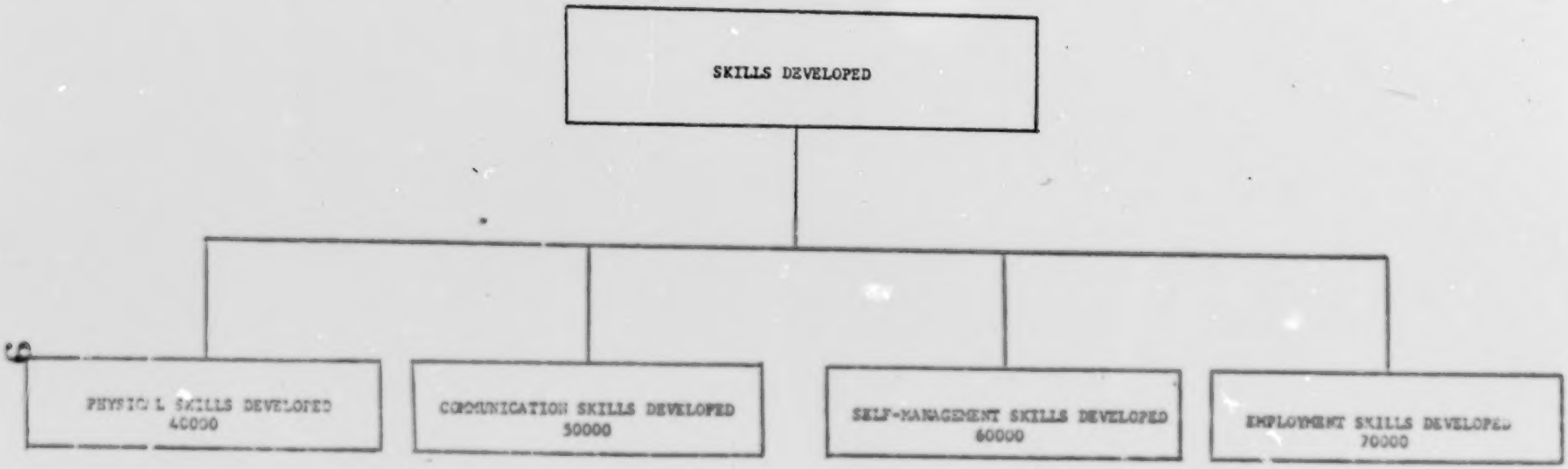
The services provided portion is a refinement of the sixteen discrete services first introduced in the DDSA. This portion of the Master Plan is incomplete and is being modified to encompass all support services required to meet client needs without regard to specific agency roles. Also, a special skills unit will be forthcoming as an addendum to the MPG, which involves skills, such as wheelchair management, prosthetic device management, special communication skills, etc.

This Committee will be an on-going Committee and request for changes in the MPG should be addressed to the Master Planning Committee. The Committee will work on the listing and defining the services needed by the client next.

INDEX

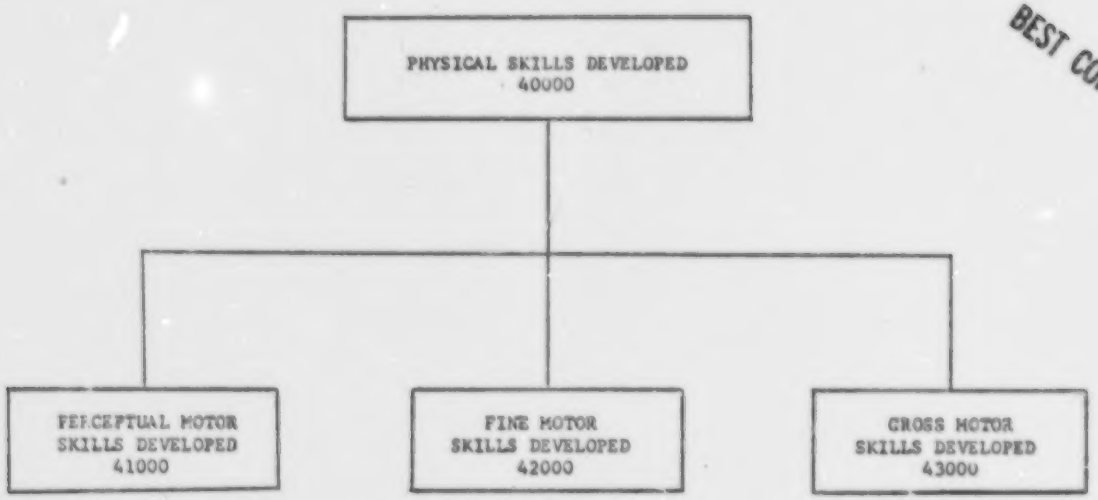
		Page
40000	Physical Skills	1
41000	Perceptual Motor	1
41100	Advanced Perceptual Motor (Writing Readiness and Position of Self in Space Concepts)	1
41200	Basic Perceptual Motor	1
42000	Fine Motor Skills (Swallowing, Eye Movement, Hand Function)	2
43000	Gross Motor Skills	3
43100	Advanced Gross Motor Skills (Tumbling, Hopping, Kicking, etc.)	3
43200	Intermediate Gross Motor Skills (Basic Stair Climbing, Running, Ramps and Inclines,etc.)	6
43300	Basic Gross Motor Skills (Walking, Sitting, Rolling, Head Control, etc.)	8
50000	Communication Skills	11
51000	Writing Skills	11
52000	Reading Skills	13
53000	Speech and Language Skills	16
60000	Self-Management Skills	29
61000	Personal Skills	29
61100	Decision Making Skills	29
61200	Responsible Behaviors Skills	29
61300	Interaction with Others Skills	30
61400	Interaction with Community Services	32
62000	Leisure/Recreation Skills	33
63000	Maintenance of Physical Health Skills	34
64000	Home Management Skills	35
64100	Economic Activity Skills (Banking, Budgeting, Purchasing and Currency Management)	35
64200	Telephone Usage Skills	37
64300	Practical Math Skills (Measuring, Time Numbers)	37
64400	Care of Home and Grounds Skills	39
64500	Food Service Skills (Preparation, Storage, Dishwashing, and Clearing)	40
64600	House Cleaning Skills	41
64700	Care of Clothing and Household Linens Skills	42
65000	Activities of Daily Living Skills	44
65100	Grooming Skills (Cosmetic, Hair Care, Bathing, etc.)	44
65200	Toileting Skills	46
65300	Dressing Skills	46
65400	Body Parts Skills	48
65500	Eating Skills	49
70000	Employment Skills	51
71000	Obtaining Employment Skills	51
72000	Work Performance Skills	51
72100	General Work Skills	51
72200	Quantity of Work Skills	52
72300	Quality of Work Skills	53
73000	Administrative Routine Skills	53
73100	Rules and Regulation Skills	54
73200	Safety Skills	54

		Page
74000	Interpersonal Relations at Work Skills	55
	74100 Employer Relation Skills	55
	74200 Peer Relation Skills	55
75000	Self-Employment Skills	55



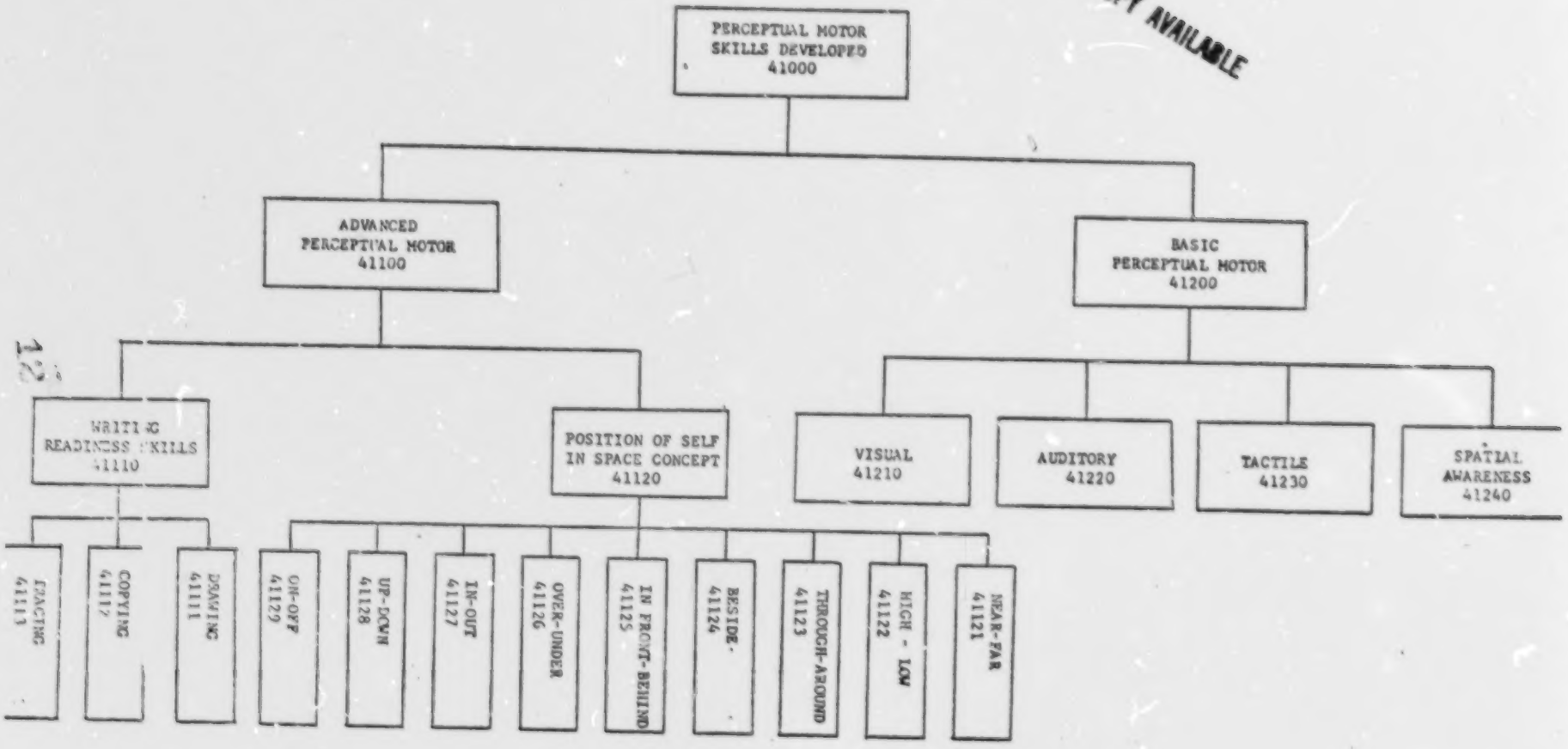
BEST COPY AVAILABLE

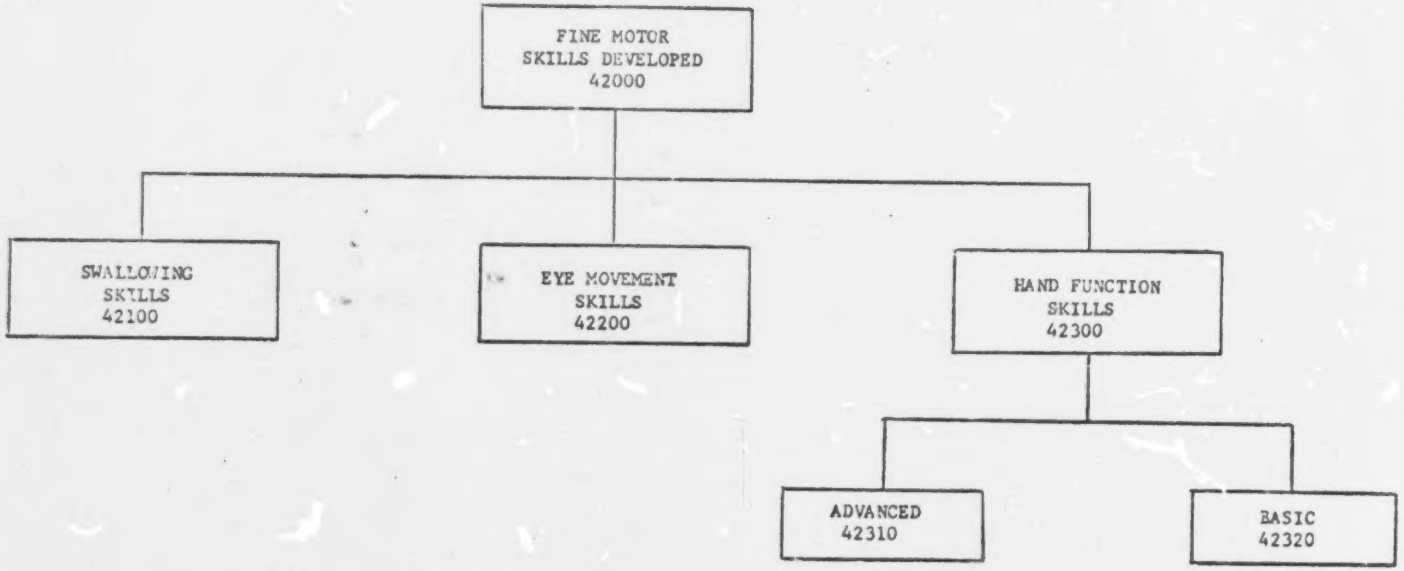
PHYSICAL SKILLS DEVELOPED



BEST COPY AVAILABLE

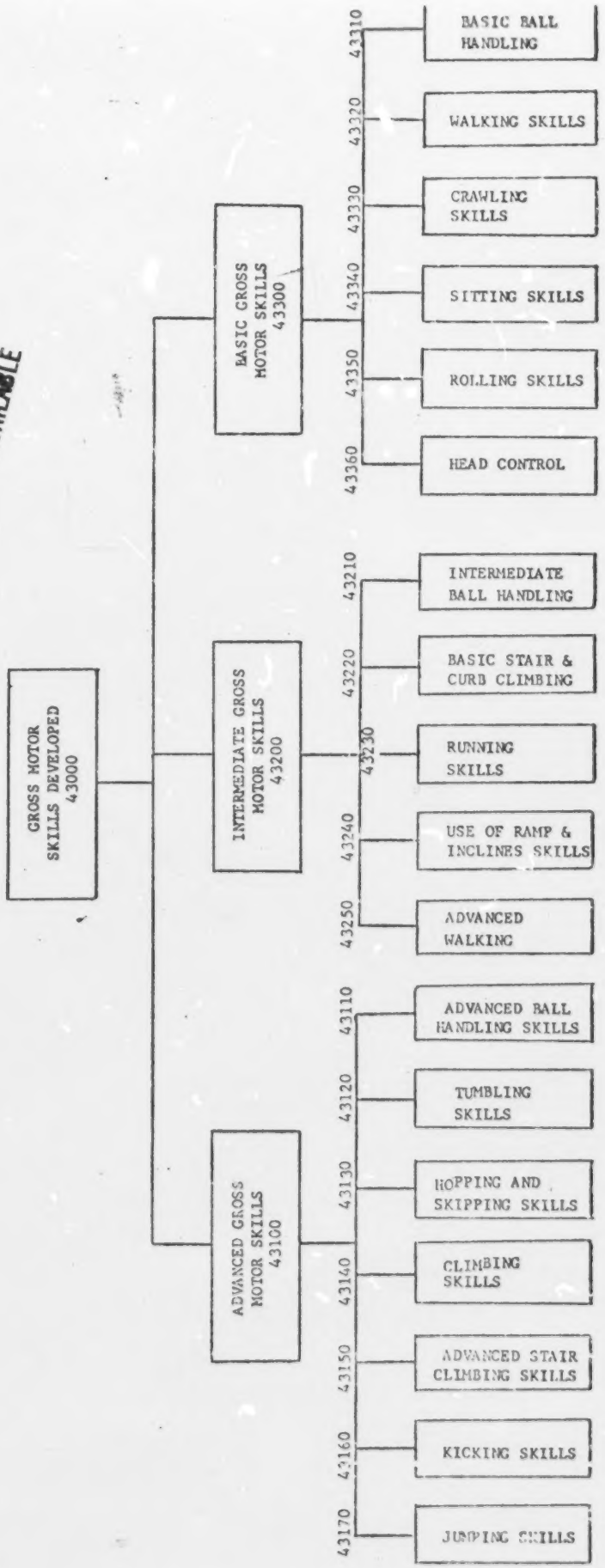
BEST COPY AVAILABLE





BEST COPY AVAILABLE

BEST COPY AVAILABLE


GROSS MOTOR SKILLS DEVELOPED 43000
BASIC GROSS MOTOR SKILLS 43300
43310 BASIC BALL HANDLING
43320 WALKING SKILLS
43330 CRAWLING SKILLS
43340 SITTING SKILLS
43350 ROLLING SKILLS
43360 HEAD CONTROL
INTERMEDIATE GROSS MOTOR SKILLS 43200
43210 INTERMEDIATE BALL HANDLING
43220 BASIC STAIR & CURB CLIMBING
43230 RUNNING SKILLS
43240 USE OF RAMP & INCLINES SKILLS
43250 ADVANCED WALKING
ADVANCED GROSS MOTOR SKILLS 43100
43110 ADVANCED BALL HANDLING SKILLS
43120 TUMBLING SKILLS
43130 HOPPING AND SKIPPING SKILLS
43140 CLIMBING SKILLS
43150 ADVANCED STAIR CLIMBING SKILLS
43160 KICKING SKILLS
43170 JUMPING SKILLS

PHYSICAL SKILLS DEVELOPMENT

40000 Physical Skills Developed

Definition: Physical Skills are those motor and perceptual motor skills required for the individual to function in his environment.

Goal: To develop the motor skills in correlation with sensory experiences necessary to function independently in normal society.

41000 Perceptual Motor Skills Developed

Definition: Those behaviors which integrate sensory experiences with motor responses.

41100 Advanced Perceptual Motor Skills

Definition: Advanced Perceptual Motor Skills are those behaviors stated below:

41110 Writing Readiness Skills (give equal trials to both sides)

Definition: Writing Readiness Skills are those re-required to trace, copy, and draw basic shapes. (Circles, triangles, horizontal line and vertical line).

41111 Drawing of Basic Shapes from Memory.
41112 Copying of Basic Shapes.
41113 Tracing of Basic Shapes.

41120 Position of Self in Space Concepts

Definition: Position of Self in Space Concepts are those behaviors required to demonstrate awareness of relationships between objects and/or self.

41121 Concept of Near-Far
41122 Concept of High-Low
41123 Concept of Through and Around
41124 Concept of Beside (give equal trial to both sides)
41125 Concept of In Front-Behind
41126 Concept of Over-Under
41127 Concept of In-Out
41128 Concept of Up-Down
41129 Concept of On-Off

41200 Basic Perceptual Motor Skills

Definition: In order to develop basic perceptual motor skills, planned stimulation involving all senses and required responses should be integrated when teaching other skills. Those areas to be stimulated should include but are not limited to: visual, auditory, tactile, spatial awareness.

41210 Visual
41220 Auditory
41230 Tactile
41240 Spatial Awareness

42000 Fine Motor Skills Developed
Definition: Fine Motor Skills are those behaviors required to achieve precision in control of small muscle groups, especially of the eyes, mouth and hand.

42100 Swallowing Skills (Place tongue blade flat between side teeth of both jaws to observe movements in mouth for occasional checking).
Definition: Swallowing Skills are those behaviors required to take food through the mouth and esophagus into the stomach.

42110 Client combines steps below until smooth pattern of swallowing is achieved.
42120 Client pushes food to backsides of mouth as teeth grind solid food to be swallowed.
42130 Client keeps food in mouth by closing lips when swallowing soft foods.
42140 Client elevate tongue to front of roof of mouth as soft food slips backward and is swallowed.
42150 Client raises back of tongue and pushes front of tongue forward past teeth to swallow liquids or soft foods.

42200 Eye Movement Skills - Visual Tracking (keep object no more than 12" from clients' eyes).
Definition: Eye Movement Skills are those behaviors required to attend to an object moving in a variety of positions.

42210 Client attends to object moving in a combined pattern.
42220 Client attends to object moving horizontally from one side past midline.
42230 Client attends to stationary object for 3 seconds.
42240 Client makes eye contact with instructor for 3 seconds.

42300 Hand Function Skills
Definition: Advanced Hand Function Skills are those behaviors required for thumb and finger grasping and other finger use.

42310 Advanced Hand Function Skills
Definition: Advanced Hand Function Skills are those behaviors required for thumb and finger grasping and other finger use.

42311 Client pushes with tip of index finger using a downward force.
42312 Client points to object on flat surface with index finger.
42313 Client holds small object with one hand by voluntarily keeping fingers together.
42314 Client holds large object with both hands by voluntarily separating fingers.

42315 Client transfers object from one hand to the other hand with tips of thumb and index finger closed around object.
42316 Client lifts object off flat surface with tips of thumb and index finger closed around object.
42317 Client closes tips of thumb and index finger around object on flat surface.
42318 Client transfers object from one hand to other hand with fingers and thumb closed around object.
42319 Client lifts object off flat surface with fingers and thumb closed around object.

42320 Basic Hand Function
Definition: Basic Hand Functions are those behaviors required to purposefully grasp an object and to position client's palm by moving the forearm.

42321 Client uses one hand and slaps ball with palm upward.
42322 Client uses one hand and slaps large object in front of him with palm inward.
42323 Client uses one hand and slaps flat surface with palm downward.
42324 Client uses both hands and slaps flat surface with palm downward.
42325 Client holds object and draws it toward his body.
42326 Client claps hands in front of body.
42327 Client opens hand and drops object voluntarily.
42328 Client closes hand around presented object by using fingers to gather object to palm.
42329 Client reaches for object with open hand.

43000 Gross Motor Skills Developed
Definition: Gross Motor Skills are those behaviors required to achieve physical stability, motion and locomotion.

43100 Advanced Gross Motor Skills Developed
Definition: Advanced Gross Motor Skills are those behaviors stated below.

43110 Advanced Ball Handling Skills, Using 5' Ball
Definition: Advanced Ball Handling Skills are those gross eye/hand coordination behaviors required to catch and propel a 5" ball.

43111 Same as 43112 except overhand.
43112 Client steps forward with opposite foot when throwing ball underhand to directed location with preferred hand.
43113 Client moves to catch ball when rolled toward him.

43114 Client rolls ball to directed location with one hand (equal trials to both sides).
43115 Client catches ball with 2 hands when ball is lobbed behind him so that he must move to catch the ball.
43116 Client catches ball with 2 hands when ball is lobbed to right or left of him, so that he must move to catch the ball.
43117 Client catches ball with 2 hands when ball is lobbed in front of him so that he must move to catch the ball.
43118 Client catches ball with 2 hands when ball is lobbed directly to him.

43120 Tumbling Skills
Definition: Tumbling Skills are those behaviors required for the movement of the body comprising at least a complete revolution heel over head.

43121 Client repeats procedure for 2 or more rolls.
43122 Client squats with back toward mat, hands are placed in front between legs with palms on mat. Head is tucked forward, legs and hands push backward as body rolls backward and over.
43123 Client repeats procedure for 2 or more rolls.
43124 Client squats, hands are placed in front between legs with palms flat on mat; head is tucked and directed under as legs push child forward and over.

43130 Hopping and Skipping Skills
Definition: Hopping Skills are those behaviors required for balancing on one foot then jumping forward and landing on that same foot, maintaining balance.
Definition: Skipping Skills are those behaviors required for rapidly alternating feet during hopping activity and maintaining balance.

43131 Client completes 5 consecutive patterns in 10 seconds.
43132 Client completes 5 consecutive patterns in 20 seconds.
43133 Client steps on one foot, then hops on same foot, client steps on other foot then hops on this foot, child completes patterns in 6 seconds.
43134 Same as 43136 with no support (equal trials to both feet).
43135 Same as 43136 using one-handed support (equal trials to both feet).
43136 Client balances on one foot, then jumps forward on one foot with two-handed support (equal trials to both feet).
43137 Same as 43139 without support (equal trials to both feet).
43138 Same as 43139 with only one-handed support (equal trials to both feet).
43139 Client stands and lifts one foot off floor, stands and balances for one second with two-handed support (equal trials to both feet).

43140 Climbing Skills - Using 8' Ladder at a 30 degree angle with rungs 8" to 10" apart.
Definition: Climbing Skills are those behaviors required to ascend and descend a ladder.

43141 Client ascends to the top and descends to the bottom with step over step, pattern.

43142 Client stands on second from lowest rung, with hands two rungs above shoulder level, client places left foot down one rung and right hand down one rung; next, puts right foot down one rung, right hand down one rung below left foot and left hand down one rung below right hand.

43143 Client has hands at shoulder level rung, places left hand up one rung and right foot up one rung; next, client places right hand one rung above left hand and left foot one rung above right foot.

43144 Same as 43146 beginning at top of ladder, continuing pattern until client reaches the floor.

43145 Same as 43147 continuing pattern until client reaches the top of ladder.

43146 Client stands with feet on second lowest rung and hands one rung above shoulder level, client places one foot down one rung and follows with other foot, client moves one hand down one rung, followed by other hand, continue pattern until floor is reached.

43147 Same as 43148, then client places one hand at next highest rung followed by his other hand; client places one foot up one rung and follows with other foot.

43148 Client stands with both feet on lowest rung and both hands on rung at shoulder level; client steps down to floor on one foot and then follows with the other.

43149 Client places both hands on rung at shoulder level and places one foot on lowest rung, then brings other foot up onto lowest rung.

43150 Advanced Stair Climbing Skills
Definition: Advanced Stair Climbing Skills are those behaviors required to ascend and descend steps, using one foot per step alternately, without support and hesitation.

43151 Client descends stairs in a balanced position, using one foot per step alternately.

43152 Client ascends stairs in a balanced position, using one foot per step alternately.

43153 Client descends stairs in a balanced position using one foot per step, alternately, with one hand gripping rail.

43154 Client ascends stairs in a balanced position using one foot per step, alternately, with one hand gripping rail.

43160 Kicking Skills
Definition: Kicking Skills are those behaviors required to propel an object by using the foot as the driving force.

43161 Client kicks ball, placed or rolled, to desired location.

43162 Client kicks placed ball to desired location.

43163 Client runs to ball that is rolling towards him and kicks it with one foot (equal trials to both feet)

43164 Client walks to ball that is rolling towards him and kicks it with one foot (equal trials to both feet)

43165 Client runs to ball and kicks placed ball with one foot (equal trials to both feet).

43166 Client walks to ball and kicks placed ball with one foot (equal trials to both feet).

43167 Client balances on both feet and kicks rolling ball with one foot (equal trials to both feet).

43168 Client balances on both feet, ball is placed in front of one foot as leg is moved backward and forward in order to hit the ball with force (equal trials to both feet).

43169 Client balances on both feet, ball is placed in front of one foot, the child's leg is moved forward as foot moves in sliding motion, until contact is made with ball (equal trials to both feet).

43170 Jumping Skills
Definition: Jumping Skills are those behaviors required to propel the body upward and maintaining balance.

43171 Client bends to half crouch with arms extended behind him, and swings arms forward, straightens his knees and stretches his body out in forward motion.

43172 Client stands on floor level with feet slightly apart and parallel, knees flexed and trunk slightly bent forward, arms hanging loosely at sides.

43173 Client stands on 2" high platform, with feet slightly apart and parallel, knees flexed and trunk slightly bent forward.

43200 Intermediate Gross Motor Skills
Definition: Intermediate Gross Motor Skills are those behaviors stated below:

43210 Intermediate Ball Handling Skills, Using 10" Ball
Definition: Intermediate Ball Handling Skills are those gross eye/hand coordination behaviors required to catch and propel a 10" ball.

43211 Client, standing with feet slightly apart, catches ball after single bounce, using both hands.

43212 Client, standing with feet slightly apart, holding ball with both hands, pushes ball away from body with downward motion, using single bounce toward directed goal.

43213 Client, standing with feet slightly apart, holding ball with both hands, pushes ball downward and catches ball with both hands after bounce.

43214 Client, standing with feet slightly apart, holding ball with both hands, drops ball and catches it after bounce (any way he can).

43215 Client, standing, catches ball rolled toward him.

43216 Client, standing with feet slightly apart, catches lobbed ball with two hands.

43217 Client, standing with feet slightly apart, holds the ball away from body with both hands; throws ball forward underhand, using parallel arm movement.

43218 Client, sitting on floor, catches ball with both hands when rolled towards him.

43220 Basic Stair Climbing and Curbs Skill
Definition: Basic Stair Climbing and Curbs Skills are those behaviors required to ascend and descend one or more steps, maintaining balance.

43221 Client walks to curb and steps down.

43222 Client walks to curb and steps up curb.

43223 Client descends stairs, one foot leading the other foot, one stair step at a time: child grasps rail with one hand.

43224 Client ascends stairs in a balanced position using one foot leading as other follows, one stair step at a time; one hand grips rail.

43225 Client ascends stairs on his hands and feet in a reciprocal crawl pattern.

43226 Client ascends stairs in a knee-hand position, using a pulling-pushing motion.

43227 Client ascends stairs using a pull-push motion, using total body.

43230 Running Skills
Definition: Running Skills are those behaviors required to move quickly or more rapidly than walking or in bi-pedal locomotion so that for an instant neither foot is on the ground.

43231 Client independently runs to desired location.

43232 Client independently maintains running gait.

43233 Client increases speed with assistance until running gait is achieved.

43234 Client walks forward as fast as possible using reciprocal arm swing.

43240 Use of Ramps and Inclines Skill (board description: 8'X20"x2")
Definition: Use of Ramps and Inclines Skills are those behaviors required to ascend and descend by walking, maintaining balance on a regular sloped surface.

43241 Client ascends and descends a board with a width of 10" (1'X10"X2"), increasing height of board by 2", 4", and 8".

43242 Client ascends and descends an 8'X20"X2" ramp, increasing height of board by 2", 4", and 8".
43243 Client descends ramp at 2" height walking.
43244 Client ascends ramp at 2" height using a walking gait.

43250 Advanced Walking
Definition: Advanced Walking Skills are those coordinated behaviors involving the total body to proceed in a rhythmic bi-pedal locomotion.

43251 Client walks using heel-toe gait.
43252 From standing position, client walks to and seats himself in a chair.
43253 Client walks on soft and irregular surfaces.
43254 Client changes walking direction voluntarily with control.
43255 Client stops walking voluntarily with control.
43256 Client maintains standing position when threatened from back.
43257 Client maintains standing position when threatened from front.
43258 Client maintains standing position when threatened from left or right.
43259 Client walks forward with reciprocal arm swing.

43300 Basic Gross Motor Skills Developed
Definition: Basic Gross Motor Skills are those elementary behaviors stated below.

43310 Basic Ball Handling Skills (Gross Eye/Hand Coordination)
Definition: Basic Ball Handling Skills are those Gross Eye/Hand Coordination behaviors required to catch and propel a ball over 10" in diameter.

43311 Client standing picks up ball placed in front of him without losing balance.
43312 Client propels ball forward using both arms when standing in <u>stationary position</u>.
43313 Client catches ball when lobbed from arms' distance using two arms and gathering ball to chest when standing in <u>stationary position</u>.
43314 Client rolls ball forward to teacher, pushing with both hands when seated on the floor.
43315 Client rolls ball forward, pushing with both hands when seated on the floor.
43316 Client catches ball when lobbed from arms' distance, using two arms and gathering ball to chest when seated on floor.
43317 Client propels ball forward using both arms when seated on floor.
43318 Client catches rolling ball using two arms and gathering ball to chest when seated on floor.

43320 Walking Skills
Definition: Walking Skills are those behaviors required for bi-pedal locomotion with one foot on the ground at all times.

43321 Client walks to his desired location.
43322 Client assumes a standing position from the floor without support.
43323 Client falls with control to sitting position.
43324 Client walks without support.
43325 Client stands without support.
43326 Client stands with one-handed support and then walks with one-hand support.
43327 Client walks with two-handed support.
43328 Client, with two-handed support, pulls to stand from kneeling position.
43329 Client stands with two-handed support.

43330 Crawling Skills
Definition: Crawling Skills are those behaviors required for quadra-pedal locomotion (using both arms and legs).

43331 Client crawls from one place to another.
43332 Client crawls in reciprocal pattern (left arm-right leg and right arm-left leg) with stomach off floor.
43333 Client assumes hand-knee position with stomach off floor.
43334 Client maintains position on hands and knees with stomach off floor.
43335 Client pulls forward on hands as he pushes with legs when on his stomach.
43336 Client props on hands when on his stomach.
43337 Client pulls forward on forearms when on his stomach.
43338 Client rocks back and forth on forearms when on his stomach.
43339 Client props on forearms when on his stomach.

43340 Sitting Skills
Definition: Sitting Skills are those behaviors required to maintain the upper portion of the body in an upright position.

43341 When client is pushed off balance forward, he arches his neck and trunk backward.
43342 When client is pushed off balance to one side, head and trunk arch to the opposite side (equal trials to both sides).
43343 When client is pushed off balance forward, both arms are extended forward.
43344 When client is pushed off balance to one side, his hand on that side and the opposite left leg are extended (equal trials to both sides).
43345 Client maintains sitting position in chair without foot support.
43346 Using rotation, client assumes sitting position from lying on stomach.
43347 Client leans forward while sitting and then re-erects himself to sitting position.
43348 With no support, client maintains sitting position on flat surface with his legs out in front.
43349 With two-handed support, maintains sitting position on flat surface with his legs out in front.

43350 Rolling Skills
Definition: Rolling Skills are those behaviors required to move the body from stomach to back and back to stomach in a continuous movement.

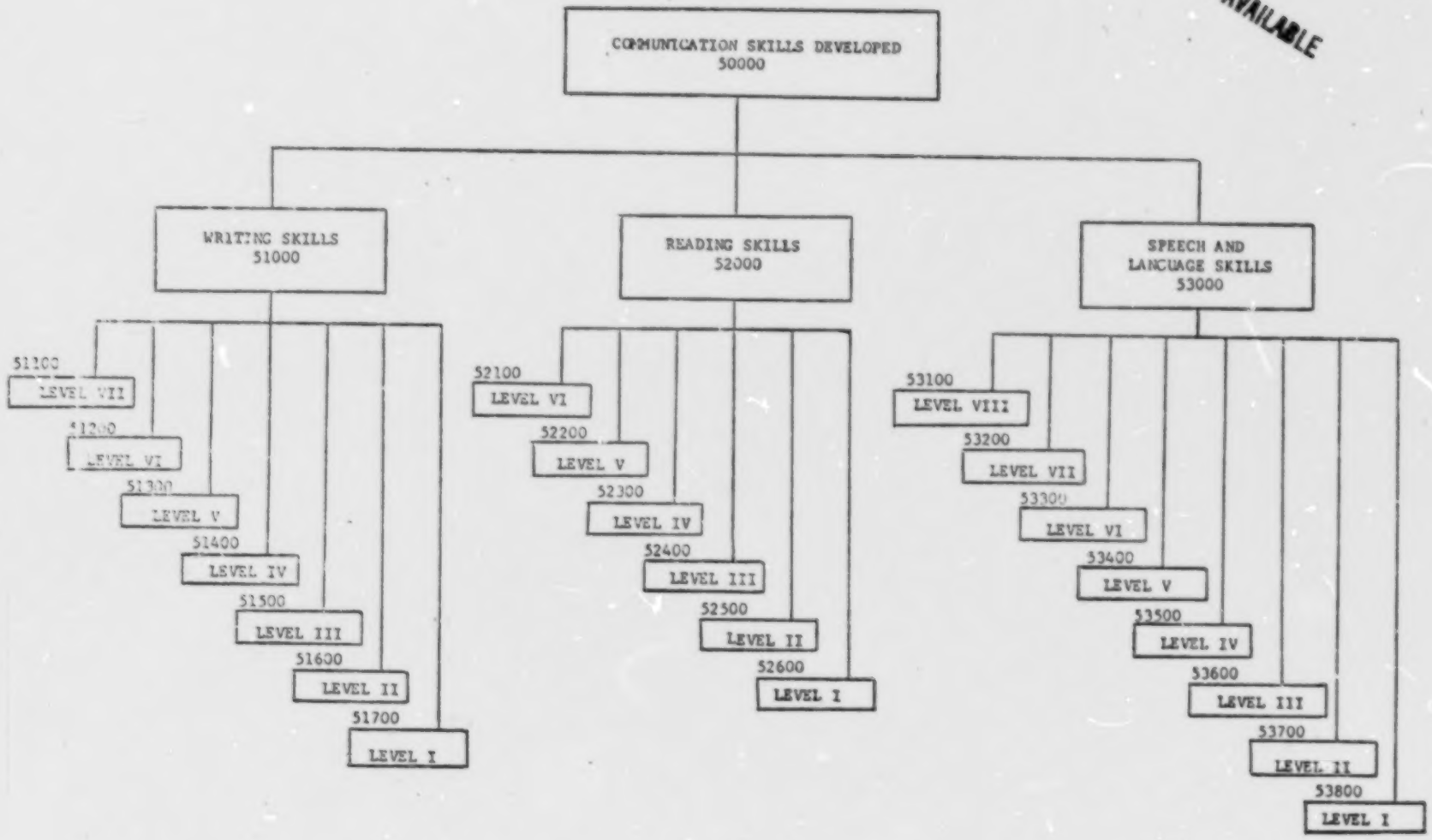
43351 Client rolls to move from one place to another.
43352 Client completes continous rolling (2 or more rolls).
43353 Client rolls completely from back to back.
43354 Client rolls completely from stomach to stomach.
43355 Client rolls from back to stomach (segmental).
43356 Client rolls from stomach to back (segmental).
43357 Client rolls from back to side.
43358 Client rolls from side to back.
43359 Client rolls from stomach to side.

43360 Head Control
Definition: Head Control Skills are those behaviors required to move and maintain the head in a balanced position.

43361 Client maintains head in line with body when on back and raises to sitting position.
43362 Client raises head above body plane when suspended in air, supported only at the waist with stomach up.
43363 Client keeps plane of face perpendicular to the floor and line of vision parallel to the floor when tilted to the side while in the air (equal trial to both sides).
43364 Client raises head above body plane when suspended in air, supported only at the waist with his stomach down.
43365 Client keeps chin on chest when going from a sitting position to lying on back.
43366 Client maintains head in line with body when in sitting position, then turns head left and right.
43367 Client raises head above body plane when on back.
43368 Client turns head left and right when on stomach and head is raised above body plane.

COMMUNICATION SKILLS DEVELOPED

BEST COPY AVAILABLE



50000 Communication Skills Developed
Definition: Communication Skills are those behaviors required for clients to express and receive ideas, thoughts, emotions and opinions by work and/or non-verbal means.
Goal: For each client to attain independent proficiency in all areas of communication.

51000 Writing Skills Developed
Definition: Writing Skills are those behaviors necessary to communicate in graphic form.

51100 Level VII
Definition: Samples of writing behaviors needed to communicate from approximately a 10 year and over consistent with standardized, normative data.
51110 Client fills out forms.
51120 Client writes a business letter.
51130 Client outlines.
51140 Client takes notes.

51200 Level VI
Definition: Writing behaviors generally acquired during a period of approximately 9-10 year age level consistent with standardized, normative data.
51210 Client writes complex sentences; (including dependent and independent phrases, conjunctions, series of words, clauses, etc.) with 25% accuracy.
51220 Client writes simple direction with 25% accuracy.
51230 Client alphabetizes according to the first four letters of words with 25% accuracy.
51240 Client writes to express his ideas, emotions, opinions, etc.
51250 Client uses hyphens and parenthesis and underlines with 25% accuracy.
51260 Client addresses envelopes observing margins and spacing.

51300 Level V
Definition: Writing behaviors generally acquired during a period of approximately 8-9 year age level consistent with standardized, normative data.
51310 Client uses comma with 50% accuracy and quotation marks in some simple sentences with 10% accuracy.
51320 Client differentiates and constructs in writing declarative, interrogative, exclamatory and imperative statements with 10% accuracy.
51330 Client uses capitals with 25% accuracy.
51340 Client uses colon and semicolon with 10% accuracy.
51350 Client uses an exclamation point with 50% accuracy.
51360 Client, when writing, uses noun markers (a, an, the) correctly, i.e., an apple, as opposed to a apple.
51370 Client can write simple personal letters unassisted.
51380 Client, when writing, spells correctly 70% of the time, the words to which he has been exposed.

51390 Client writes known words in cursive.

51400 Level IV
Definition: Writing behaviors generally acquired during a period of approximately 7-8 year age level consistent with standardized, normative data.

51410 1. Advanced
- 51411 Client, when writing, correctly spells words to which he has been exposed, 50% of the time.
- 51412 Client uses a colon to express time, with 50% accuracy.
- 51413 Client prints answers to questions.
- 51414 Client uses an apostrophe in common contractions with 10% accuracy.
- 51415 Clients' mean written sentence is ten words.
- 51416 Client copies or traces cursive, with 25% accuracy, (i.e., copying and tracing).

51420 2. Basic
- 51421 Client uses synonyms when writing to avoid repetitions (i.e., happy, joyful) 10% of the time.
- 51422 Client to alphabetize according to the first letter, with 35% accuracy.
- 51423 Client to print personal letters and invitations with 25% accuracy.
- 51424 Client prints his own address in full and is able to address an envelope to another person, with information provided on worksheet (i.e., copying a format).
- 51425 Client demonstrates an awareness of correct grammer useage through the sentences and stories he prints, with 25% accuracy.
- 51426 Client uses period and question mark appropriately (i.e., "The class is having a party___" "Is the class having a party____".

51500 Level III
Definition: Writing behaviors generally acquired during a period of approximately 6-7 year age level consistent with standardized, normative data.

- 51510 Client composes and prints paragraphs using 4-6 simple sentences (i.e., when describing field trips, stories read aloud, etc.).
- 51520 Client, when writing, correctly spells words to which he has been exposed with 25% accuracy. Client may apply spelling rules (i.e., consonant blends, sh, cl, st, etc.).
- 51530 Client composes and prints simple statements and questions.
- 51540 Client prints own first and last name.
- 51550 Client uses capitals appropriately when printing some proper nouns and familiar given names.
- 51560 Client copies letters, words, and sentences from a model on blackboard in front of room.

51600 Level II
Definition: Writing behaviors generally acquired during a period of approximately 5-6 year age level consistent with standardized, normative data.

51610 Client establishes and maintains an acceptable and uniform size of letters.
51620 Client recognizes and prints from memory letters of the alphabet with which he is familiar.
51630 Client prints own given name with no model.
51640 Client forms a series of letters from left to right.
51650 Client copies numerals and words.

51700 Level I
Definition: Samples of writing behaviors generally acquired before approximately 5 year age level consistent with standardized, normative data.

51710 Client traces forms and simple geometric shapes.
51720 Client assembles letters to correctly spell own first or nickname (i.e., using alphabet blocks, plastic letters, etc.).
51730 Client has motor concept of start-stop in manipulation of pencil.
51740 Client controls movement of writing instrument when coloring and drawing.

52000 Reading Skills Developed
Definition: Reading Skills are those behaviors required to gain meaning from a system of written signs which are used to represent oral language.

52100 Level VI
Definition: Samples of reading behaviors needed to communicate from an approximately 9 year age level consistent with standardized, normative data.

52110 Client is able to recognize propaganda techniques.
52120 Client reads for personal enjoyment.
52130 Client is able to distinquish between fact, fiction and opinion.
52140 Client reads in order to verify answers to questions.
52150 Client reads at a rate of 120 words per minute with no more than 2 errors.

52200 Level V
Definition: Reading behaviors generally acquired during a period of 8-9 year age level consistent with standardized, normative data.

52210 Client demonstrates a knowledge of prefixes and suffixes (i.e., n, un, em, dis, be, in, th, ty, ful, less, ness).
52220 Client locates and applies basic information in newspaper, (i.e., headlines, movie guide, etc.).

52230 Client uses guide words in books (i.e., dictionary, phone book, etc.).

52240 Client recalls from silent reading and is able to: a. predict outcomes and b. find proof.

52250 Client reads fluently for listeners' enjoyment of a story.

52300 Level IV

Definition: Reading behaviors generally acquired during a period of approximately 7-8 year age level consistent with standardized, normative data.

52310 Client demonstrates a knowledge that words have multiple meanings (i.e., "Turn off the light," "A feather is light.").

52320 Client demonstrates recall from stories read silently by: a. naming characters, b. giving main idea, c. giving conclusion, d. giving details, e. giving sequence, f. understanding relationships.

52330 Client uses alphabetical order to find entries on a page (i.e., He can find a familiar name in the phone book, or a familiar word in a phone book, or a familiar word in a picture dictionary) with 25% accuracy.

52340 Client identifies vowel sounds in words.

52350 Client uses a table of contents with 25% accuracy.

52360 Client demonstrates beginning knowledge of word changes (i.e., a. compound words - bedroom, barnyard, b. possessiveness and word endings - s, ed, d, ing, er, est, y, ly, t; c. contractions - I'll, can't, etc.; d. root words - going, jumps, laid).

52370 Client demonstrates knowledge of words which are pronounced the same but are spelled differently (i.e., rode, road).

52380 Client identifies medial and final consonant sounds in words.

52390 Client reads with phrasing and intonation to express meaning.

52400 Level III

Definition: Reading behaviors generally acquired during a period of approximately 6-7 year age level consistent with standardized, normative data.

52410 Client identifies initial consonant sounds in words.

52420 Client answers inference questions about a story he has read or heard.

52430 Client answers who, what, when, where, why and how questions about a story he reads.

52440 Client reads silently with comprehension of the main idea.

52450 Client reads sentences using punctuation as a guide, 25% of the time.

52460 Client reads vocabulary of selected pre-primer reading series and can identify words in various settings (experience, charts, word cards, etc.).

52470 Client reads and follows simple directions (i.e., "draw a dog," "color it brown.").

52500 Level II
Definition: Reading behaviors generally acquired during a period of approximately 5-6 year age level consistent with standardized, normative data.

52510 Client demonstrates a beginning awareness that letters have sound.
52520 Client sight reads 50 words (i.e., names of friends, family, colors, protective words, days of week, months, etc.).
52530 Client recognizes the likenesses and differences in words containing visual similarities.
52540 Client indicates the development of some listening skills (necessary for effective reading) by following directions, repeating sounds heard and/or identifying, rhyming sounds and by giving information about a story's main idea, sequence of events, details and/or mood.
52550 Clients demonstrates acknowledgement of the concept of words.
52560 Client names numbers 0-10.
52570 Client recognizes the relationship between capital and small letters.
52580 Client recognizes his own given and surname in print.
52590 Client demonstrates a knowledge of the concept of "letter" by being able to indicate a letter in a series of letters.

52600 Level I
Definition: Samples of reading behaviors generally acquired during a period of 3-5 year age level consistent with standardized, normative data.

52610 Client identifies sounds necessary for effective reading 25% of the time (i.e., a. client can identify a variety of sounds; car, horn, baby cry, etc. b. Client can identify various rhythms, c. Client can identify changes in pitch and tone, d. Client can identify changes in volume).
52620 Client can arrange two to four pictures in correct sequence to tell a familiar story.
52630 Client sorts pictures by class or category (i.e., clothing, items, animals, etc.) 25% of the time.
52640 Client names both objects (nouns) and action (verbs) in a book.
52650 Client can point to top and bottom of a page when asked.
52660 Client demonstrates an interest in reading (i.e., client wants to look at books, listen to stories and often has a favorite book).
52670 Client matches like pictures, objects, shapes, and colors (i.e., a tree to a tree, blue to blue).

52680 Client looks at a book and turns the pages (not necessarily beginning to end).
52690 Client holds a page or book right side up.

53000 Speech and Language Skills Developed
Definition: Speech & Language Skills are those behaviors required for a communication system that includes the comprehension and usage of gestural and vocal symbols.

53100 Level VIII
Definition: Samples of Speech and language behaviors needed to communicate from an 84 months age level consistent with standardized, normative data.

53110 Advanced
53111 Client uses an average of 9-11 words in sentences and phrases.
53112 Client uses speech-language skills, persuasively to fulfill needs and to identify himself with groups.
53113 Client demonstrates competency in every form of grammatic structure that is common to his environment.
53114 Client discusses own capabilities and life goals and gives rationale for them.
53115 Client describes how he will achieve a long-range goal.
53116 Client verbally describes how he would cope with a dangerous situation and gives rationale for doing so.
53117 Client verbally expresses fears regarding school, job, social problems, etc.

53120 Basic
53121 Client talks about other people's emotions and attitudes.
53122 Client indicates he would ask for help and advice from appropriate source.
53123 Client questions rules; and verbalizes disagreement with rules.
53124 Client verbally expresses judgments of himself and others.
53125 Client attempts to justify his behavior.
53126 Client expresses his awareness of differences in others.

53200 Level VII
Definition: Speech & language behaviors generally acquired during a period of 65-84 months age level consistent with standardized, normative data.

53210 Advanced
53211 Client listens to clues or definitions about words and can identify the words in word games.
53212 Client initiates and maintains conversations in small groups.
53213 Client spontaneously and accurately talks about past and future experiences.
53214 Client has competency in using the majority of the time-sense words and phrases common to his environment.

53215 Client listens to and re-tells stories in his own words, sequencing events correctly.
53216 Client uses every form of sentence common to his cultural environment.

53220 Basic
53221 Client follows directions when given to a group.
53222 Client answers specific questions based on a story he has previously heard.
53223 Client gives category definitions for common objects (i.e.,"What is an apple?" "A fruit?").
53224 Client constructs and tells stories from pictures.
53225 Client's social conversation contains relevant questions; and client shows interest in answers.
53226 Client rephrases simple directions in his own words.

53300 Level VI
Definition: Speech & language behaviors generally acquired during a period of approximately 52-65 months age level consistent with standardized, normative data.

53310 Advanced
53311 Client makes spontaneous corrections in his grammer.
53312 Client demonstrates knowledge of "either-or" by responding accurately to such phrases as, "You can have either candy or ice cream."
53313 Client uses 2 adjectives to modify a noun (i.e., "Howard has a big red truck.")
53314 Client uses an average of 6-8 words in sentences and phrases.
53315 Client uses complex sentences with a dependent clause (i.e., "I'M going to the park, after my nap.") 25% of the time.
53316 Client defines simple words.

53320 Basic
53321 Client, when asked, tells whether or not he can perform a certain skill.
53322 Client follows subtle suggestions concerning his behavior rather than command only (i.e., "I think Kent would like you to go out and play with him.")
53323 Client uses auxilary verbs (i.e., "to be".) 25% of the time.
53324 Client verbally and/or gesturally expresses subtle emotions (i.e., boredom, disgust, embarrassment, and self-criticism.)
53325 Client verbally and/or gesturally expresses his plans in a logical sequence.
53326 Client follows 4-5 step concrete commands in sequence (i.e., "After you go upstairs and put your toys away you can come back down and wash your hands for supper.")

53400 Level V

Definition: Speech and language behaviors generally acquired during a period of approximately 40-52 months age level consistent with standardized, normative data.

53410 Advanced

53411 Client's verbalizations indicate an increase in social awareness as evidenced by his comments concerning others and their situations. (Ego-centered speech decreases.)

53412 Client can produce all consonant sounds by stimulation, even if not spontaneously used.

53413 Client demonstrates an awareness of days of the week by associating specific activities with specific days (i.e., "I watch cartoons on Saturday.")

53414 Client demonstrates an awareness of past, present and future by using words such as: yesterday, today, tomorrow, (but not necessarily with accuracy.)

53415 Client demonstrates an awareness of parts of the day by using words such as: night, morning, afternoon, (but not necessarily with accuracy.)

53416 Client uses past, present, and future tenses in verb usage in connected speech (i.e., "Larry fell down." "Larry is falling." "Larry will fall.")

53417 Client identifies objects by descriptive properties (i.e., "What is round?")

53418 Client uses third person possessive pronouns (i.e., "His, her, their.")

53420 Basic

53421 Client answers why and how questions with a "because" type of phrase (i.e., "I cried because I fell down.") 25% of the time.

53422 Client can verbalize the following concepts when telling stories: a. color c. space (i.e., between, over, etc.) b. size d. number (1-4)

53423 Client asks "how" questions and expects a meaningful answer.

53424 Client's speech is 98% intelligible in connected speech.

53425 Client uses an average of 4-5 words in sentences and phrases. (Verbalizations include all parts of speech).

53426 Client uses noun, verb, object sentence pattern (i.e., "Doris rides a horse.")

53427 Client identifies familiar objects by verbally and/or gesturally indicating how they are used.

53428 Client follows simple three-step commands, which require motoric responses (not necessarily in sequence) i.e., "Close the door, turn on the light, come sit down."

53429 Client's voice is well-modulated and takes on the rhythmic patterns of the mother or mother substitute.

53500 E. Level IV
Definition: Speech & language behaviors generally acquired during a period of 30-40 months age level consistent with standardized, normative data.

53510 Advanced

53511 Client is able to use whispered speech.

53512 Client uses an average of 3-4 words in sentences and phrases.

53513 Client spontaneously monitors and begins to correct his speech by using adults' speech as a mode.

53514 Clients' speech is understood by everyone 40-60% of the time. (However, intelligibility will vary according to the situation and audience.)

53515 Client relates experiences showing some understanding of sequential qualities.

53516 Client spontaneously talks about the activity in which he is engaging.

53517 Client completes simple associative statements (i.e., "The dog says woof. The cat says____.")

53518 Client uses noun phrases with adjectives (i.e., "A big truck.")

53519 Client demonstrates a color and/or number category concept by discriminating 8 colors or numbers.

53520 Intermediate

53521 Client demonstrates a knowledge of the change of meaning in sentences by the positioning of subject and object (i.e.,"The car is pushing the truck." "The truck is pushing the car.")

53522 Client relays simple messages from one person to another.

53523 Client recites from memory rhymes, songs, phrases, or prayers to which the client has been repeatedly exposed.

53524 Client attends for 5-10 minutes to a simple story concerning activities of his evnironment.

53525 Client calls family members by name and responds appropriately to questions about family relationships (i.e., "Who is your brother?")

53526 Client verbalizes states of being (i.e., hunger, pain, sleepy, hot, cold, etc.).

53527 Client verbally and/or gesturally identifies action in pictures (i.e., running, jumping, cooking, etc.)

53528 Client uses 2-3 word expressions for controlling his environment (i.e., commands, threats, demands, etc.)

53530 Basic

53531 Client demonstrates a color and/or number category concept by discriminating colors or numbers, but not always accurately.

53532 Client develops use of personal pronouns "my and mine" and begins using "I" although frequently confused with "me".

53533 Client uses personal pronouns in reference to others (i.e., you, he, and they).

53534 Client shows understanding of time concepts (i.e., "in a minute," "after your nap," and "now") by responding to and using simple words and phrases 25% of the time.

53535 Client shows understanding of size concepts by responding to and using simple words and phrases (i.e., big and little) 25% of the time.

53536 Client tells own full name and sex spontaneously.

53537 Client can name pictures of objects common to his environment (i.e., cat, dog, house, etc.)

53600 Level III

Definition: Speech & language behaviors generally acquired during a period of approximately 20-30 months age level consistent with standardized, normative data.

53610 Advanced

53611 Client answers simple who. what, where, questions in 2-3 word responses 25% of the time.

53612 Client asks simple who, what, where, and why questions (i.e., "Where Daddy?" "What's that," etc.)

53613 Client uses simple plurals (i.e., He begins adding "s" to some) 25% of the time.

53614 Client uses noun and predicate correctly in sentences and phrases (i.e., "Daddy go bye-bye," etc.) 25% of the time.

53615 Client uses adverbs, even though incorrectly, to describe (i.e., "Me go fast," etc.) 25% of the time.

53616 Client uses adjectives singly, to describe (i.e., pretty, dirty, etc.) 25% of the time.

53617 Client demonstrates a knowledge of past tenses, even though incorrectly formed, by adding "ed" to verbs in his vocabulary (i.e., goed, walked, etc.)

53618 Client uses an average of 2-3 words in sentences and phrases.

53620 Intermediate

53621 Client uses personal pronouns in reference to self, especially "me", 25% of the time.

53622 Client can repeat 2-digit sequences (i.e., (Examiner) "Say, 1-4"; (Client) "1-4", etc.)

53623 Client asks for help for personal needs (i.e., "Coat off.", "Light on.", etc.)

53624 Client uses at least 2 higher level prepositions in general conversation (i.e., in, under, etc.) 25% of the time.

53625 Client can imitate familiar environmental sounds spontaneously and/or when asked.

53626 Client's verbalization consists of:
a. predominatly ego-centered words.
b. emotional expression.
c. social conversation.

53627 Client uses demonstrative pronouns accompanied by gestures during a 50-word utterance (i.e., "that ball").

53628 Client has ability to attend for 2-3 minutes to familiar objects and people in his environment (i.e., T.V., familiar and ego-centered songs and stories.)

53630 Basic

53631 Client's vocabulary is easily understood 50% of the time by familiar persons.

53632 Client identifies by pointing to, a named picture (i.e., "Point to the cat.")

53633 Client classifies or groups, at least in his general conversation, many familiar objects, person, pets, etc., 25% of the time.

53634 Client uses situational clues to assist in comprehension, even though he does not understand many specific words (i.e., "A child may not understand the command "Go to the table for supper.", but when he sees the food he will comprehend that it is time to eat.)

53635 Client follows simple, one-step commands given without gestures (i.e., "Come here.")

53636 Client expresses approximately 80 words within one hour of group free play.

53700 Level II

Definition: Speech & language behaviors generally acquired during a period of 10-20 months age level consistent with standardized, normative data.

53710 Advanced

53711 Client understands and responds accurately by voice and/or gestures to what is said to him, rather than to how it is said.

53712 Client communicates by pulling persons to show him an object, person, or situation.

53713 Client verbalizes at least 2 simple prepositions and modifiers with nouns for descriptive purposes (i.e., on, more cookie, me up, down, etc.)

53714 Client can use 2 word utterances to express an idea about that which is not seen (i.e., "Daddy gone.", etc.)

53715 Client will use 1-2 word sentences to express himself about immediate environment (i.e., ego-centered, vocabulary begins developing).

53716 Client uses imitative intonation patterns with accuracy (i.e., question inflection, exclamatory inflection, etc.)

53720 Basic

53721 Client attends to simple action rhymes and songs by singing to self, rhythmical rocking, eye contact, etc., when stimulated by other source.

53722 Client responds accurately by voice and/or gestures to one-step verbal-gestural commands (i.e., "Sit down", "Come here," etc.)

53723 Client responds accurately by voice and/or gestures to the following communications common to his environment:
a. simple statements (i.e., "Milk all gone.")
b. simple questions (i.e., "Want to go bye-bye?")
c. simple action words (i.e., "Let's run.")
d. simple greetings (i.e., "Hi"!)

53724 Client consistently uses specific sounds and sound sequences, which are understood by familiar persons, to elicit specific responses (i.e., "uh" for "Pick me up", "wa" for "Get me water," etc.)

53725 Client consistently uses specific sounds and sound sequences for naming specific objects (i.e., "ba" for ball; "da" for daddy, etc.)

53800 Level I
Definition: Speech & language behaviors generally acquired during a period of 0-10 months age level consistent with standardized, normative data.

53810 Advanced

53811 Client responds vocally and/or gesturally when his name is called.

53812 Client increases dexterity of vocal mechanism in the use of intonational patterns (i.e., pitch, melody, volumen, etc.)

53813 Client attempts to name familiar objects with inconsistent vocal production (i.e., uses different sounds for the same object: ball is called "ba", "gu", or "i").

53814 Client shows understanding of others' gestures, by reaching up to extended hands or waving in imitation of others, etc., 25% of the time.

53815 Client imitates sounds and sound sequences (i.e., sounds such as da, ba, ka, etc.), he hears others making.

53816 Client, by means other than crying, indicates wants and emotions by differential vocal intonations and/or motor movement (i.e., varied facial expressions, changes in body posture, etc.)

53820 Intermediate

53821 Client attends for at least 2-4 seconds to the face of a familiar speaker.

53822 Client indicates ability to differentiate between others' friendly and angry tones by changing body postures, facial expressions, etc.

53823 Client self-initiates and repeats his own sounds and sound sequences, apparently for pleasure.

53824 Client vocalizes when others make sounds to him.

53825 Client responds by vocalizing, patting and/or smiling, etc., to own image in mirror.

	53826	Client vocalizes to toys or other familiar objects within his reach.
	53827	Client smiles and laughs in response to others.
53830	Basic	
	53831	Client vocalizes random sounds while in a state of comfort.
	53832	Client cries with different tones to indicate hunger, pain, etc.
	53833	Client indicates ability to use vocal mechanism by making small, throaty noises (i.e., cooing, gurgling.)
	53834	Client stops crying and/or activity upon hearing various environmental sounds.
	53835	Client responds with a gross body movement upon hearing environmental sounds.
	53836	Clients' eyes widen to environmental sounds.

BIBLIOGRAPHY

SOURCE LIST

Recommended and Used

* - Special mention is made to these sources. They were extensively used in the collection of our data.

Bangs, Tina E., Language and Learning Disorders of the Pre-Academic Child - with Curriculum Guide, Meredith Corporation, 440 Park Avenue, South, New York, N.Y. 10016, Appleton-Century Crofts, 1968.

*Berry, Mildred Freburg, Language Disorders of Children, The Bases and Diagnoses, ibid., 1969.

*Garrow, M.S., "The Development of Auditory Comprehension of Language Structure in Children, "Journal of Speech and Hearing Disorders, May, 1968, Vol. 33, 105-108.

Chromsky, H., Syntactic Structures, Gravenhage, the Netherlands: Houton, 1957

"Developmental Profile," John F. Kennedy Child Development Center Outreach Project, University of Colorado Medical Center, East 9th and Colorado Boulevard, Denver, Co.

*Edmonds, J., B.A., Teacher, Used as resource consultant, District #60, Pueblo, Co.

*Gibson, Betty, Ph. D., Director of Evans Learning Center, Used as a resource consultant, Evans Learning Center, Denver, Co.

*Haney, Russell, Assessment of Development Status and Progress, Prepared for Project Camp TOKHIR, Fresno County Department of Education, Fresno, California, 1972.

*Johnson, Wendell, Darley, Frederic L., Spricsterback D.C., Diagnostic Methods in Speech Pathology, 49 East 33rd Street, New York, N.Y. 10016, Harper & Row Publishers, Inc., 1963.

Kirk, S.A., McCarthy, J.J., "The Illinois Test of Psycholinquistic Abilities - an Approach to Differential Diagnosis," American Journal of Mental Deficiency, 1961 - 66, 199-412.

Lee, L. L., "Developmental Sentence Types: A Method for Comparing Normal and Deviant Syntactic.

McLean, J. E., Yoder, D. E., Schiefelbusch, R. I., Language Intervention with the Retarted, International Publishers in Science and Medicine, Baltimore, Maryland 21202, 1972.

*Parsley, Marilyn, Ph. D., Project Director for the Evaluative System for Special Education, Used as a resource consultant, University of Denver, Denver, Co., 80210.

*Rocky Mountain School Study Council Committee on Exceptional Children, Title III ESEA, An Evaluative System for Special Education, Bureau of Educational Research, University of Denver, Co., 80210, 1970-72.

Schiefelbush, R. I., Copeland, R. H. Smith, J. O., Language and Mental Retardation, Empirical and Conceptual Considerations, New York, Holt, Rinehard and Winston, Inc., 1967.

Schiefelbusch, R. I., Language of the Mentally Retarded, Baltimore, Maryland 21202, 1972.

*Strang, Ruth, Reading, Dimensions Publishing Co., San Rafael, California, 1968.

*Tidmore, Linda M. A., Teacher, Used as a resource consultant, District #60, Pueblo, Colorado.

*West, Kathy, B. A., Diagnostic Reading Teacher, Used as a resource consultant, District #60, Pueblo, Colorado .

*White, Neil, Language Arts Specialist, Used as a resource consultant, Department of Instruction, District #60, Pueblo, Colorado.

TEST SOURCE LIST

Recommended and Used

Tests referred to in specific objective measurements and other suggested tests. Some of the tests mentioned in the objectives are only to be administered by professionals trained in testing, and referrals to such personnel should be made.

Ammons, R., Ammons, H., "Full-range Picture Vocabulary Test," Missoula, Montana, Psychological Test Specialists, 1958.

Baker, H., Leland, B., "Detroit Tests of Learning Aptitude," Indianapolis: Test Division of Bobbs-Merrill, 1935.

Banham, K. M., "Maturity Level for School Entrance and Reading Readiness," Publishers Building, Circle Pines, Minnesota 55014, American Guidance Service, Inc., 1973, $3.75.

Berry, M. F., Talbott, R., "Exploratory Test of Grammar," 4332 Pine Crest Road, Rockford, Illinois 61107.

"Betts Ready to Read Battery." No other information available.

"Betel Reading Inventory," Sollett Publishing Company, Chicago, Illinois, 1966.

Broch, K. R., League, R., "Receptive-Expressive Emergent Language Scale, for the Measurement of Language Skills in Infancy," 1970, $14.50.

Crabtree, M., "The Houston Test of Language Development," Part I, The Houston Test Company, P. O. Box 35152, Houston, Texas.

Doll, E. A., "Pre-school Attainment Record, "Publisher's Building, Circle Pines, Minnesota 55014, American Guidance Service, Inc., 1973, $2.75.

Dunn, L. M., "Peabody Picture Vocabulary Test," ibid., $12.00.

Frandenburg, W. K., Dodds, J.B., Sandal, E. W., "Denver Developmental Screening Test," Ladoca, East 51st and Lincoln, Denver, Colorado, 1970.

Frostig, M., et al., "The Development Test of Visual Perception," Chicago, Illinois, Follett Publishing Company, 1964.

"Gates-McKillop Reading Diagnostic Tests," Teachers College Press, Teachers College, Columbia University, New York, NY 10027, 1962.

Goldman, R., Fristoe, M., "Goldman-Fristoe Test of Articulation," Publisher's Building, Circle Pines, Minnesota 55014, American Guidance Service, Inc., 1973, $20.50.

Goldman, R., Fristoe, M., Woodcock, R. W., "Goldman-Fristoe-Woodcock Test of Auditory Discrimination, " ibid., $21.00.

"Gray Oral Reading Paragraphs," The Test Division of the Bobbs-Merrill Co., Inc., West 62nd Street, Indianapolis, Indiana 46268, 1955.

Hiskey, M. S., "Hiskey-Nebraska a Test of Learning Aptitude," University of Nebraska, Lincoln, Nebraska, 1966.

Jastak, J. F., Jastak, S. R., "Wide Range Achievement Test," Guidance Associates, 1526 Gilpin Avenue, Wilmington, Delaware, 1965.

Katz, J. J., "Kindergarten Auditory Screening Test," Go-Mo, Products, Inc., 1906 Main Street, Cedar Falls, Iowa 50613, $11.90.

Kirk, S. A., McCarthy, J. J., Kirk, W. D., "The Illinois Test of Psycholinguistic Ability," Revised Edition, Board of Trustees, The University of Illinois, 1968, $50.00.

Lee, L. L., "The Northwestern Syntax Screening Test," Evanston, Illinois, Northwestern University Press, 1969.

Meacham, Jex, Jones, "Utah Test of Language Development," Communication Research Associates, Box 11012, Salt Lake City, Utah, 1967.

Mecham, M. J., "Verbal Language Development Scale, "Publisher's Building, Circle Pines, Minnesota 55014, American Guidance Service, Inc., 1958, $1.75.

Myklebust, H., "Picture Story Language Test," Westrn Psychological Services, 12031 Wilshire Blvd., Los Angeles, California 90025, 1965.

Parker, Zaner, Bloser, "Writing Better Each Day," Zaner-Bloser Co., No other information available.

"Parsons Language Sample," Parsons, Kansas. No other information available.

Silvaroli, N. J., "Teacher Manual and Classroom Reading Inventory," William C. Brown Book Company, 135 S. Locust Street, Dubuque, Iowa 52003, 1965, $1.75.

Slosson, R. L., "Slosson Oral Reading Test," Slosson Educational Publications, 140 Pine Street, East Aurora, New York 14052, 1963.

Smith, D. V., McCullough, "Essentials of English Tests," Publisher's Building, Circle Pines, Minnesota 55014, American Guidance Service, Inc., 1973, $2.75.

Spache, G. D., "Diagnostic Reading Scales," California Test Bureau - Division of McGraw Hill Book Co., Del Monte Research Park, Monterey, California, 1963.

S.R.A. Reading Laboratory, Science Research Associates, Inc., 259 E. Erie Street, Chicago, Illinois.

Truman, K., Madden, R., Gardner, E. F., Rudman, H., "Stanford Achievement Test," Harcourt - Brace Publishing Company.

Vearch, Jeannette, "Test on Hearing Phonemes," Reading in the Elementary School, Ronald Press Co., New York, N.Y. 1966, $7.50.

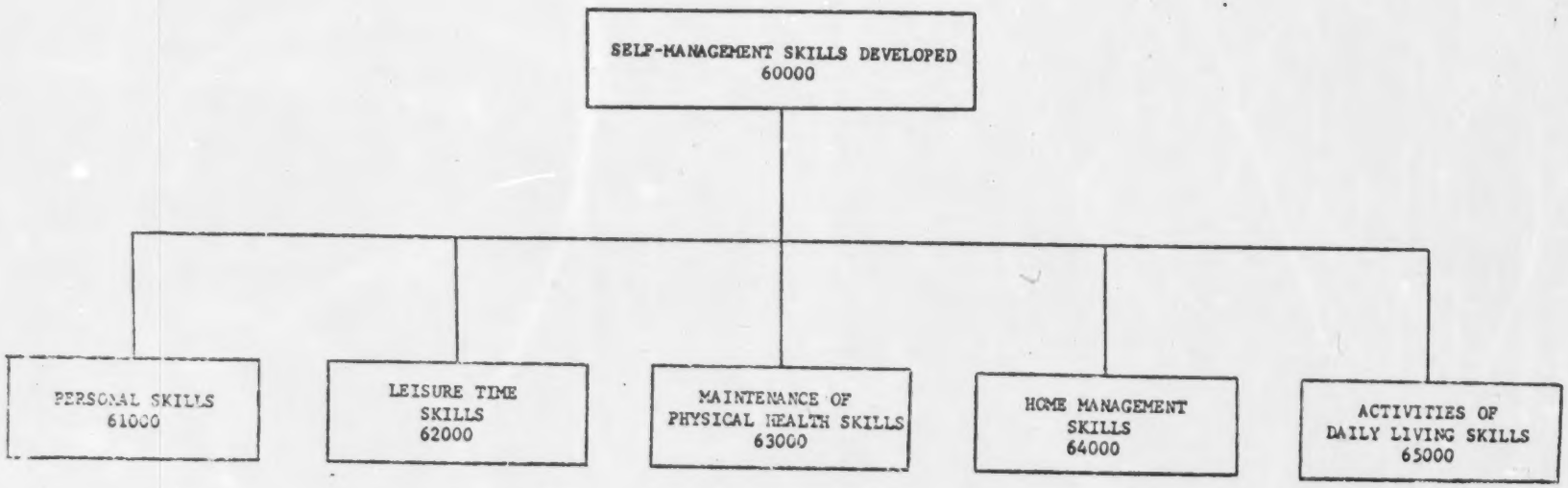
Wepman, M., "Auditory Discrimination Test," Language Research Associates, Inc., 175 E. Delaware Place, Chicago, Illinois 60611, 1958.

Woodcock, R. W., "Woodcock Reading Mastery Test," Publisher's Building, Circle Pines, Minnesota 55014, American Guidance Service, Inc., 1973, $10.95.

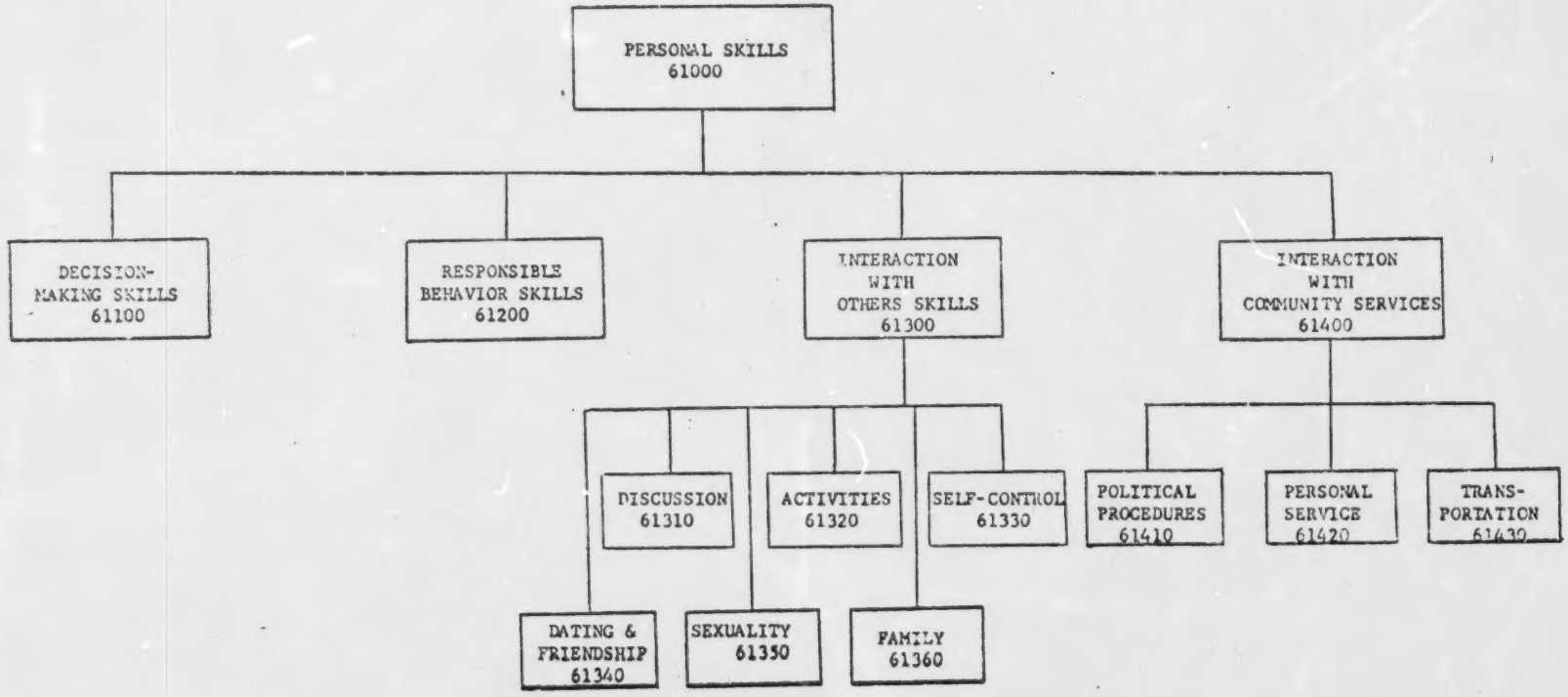
Behavior Characteristic Progression, Santa Cruz County Office of Education.

Client Progress System, Nebraska State Office of Mental Retardation.

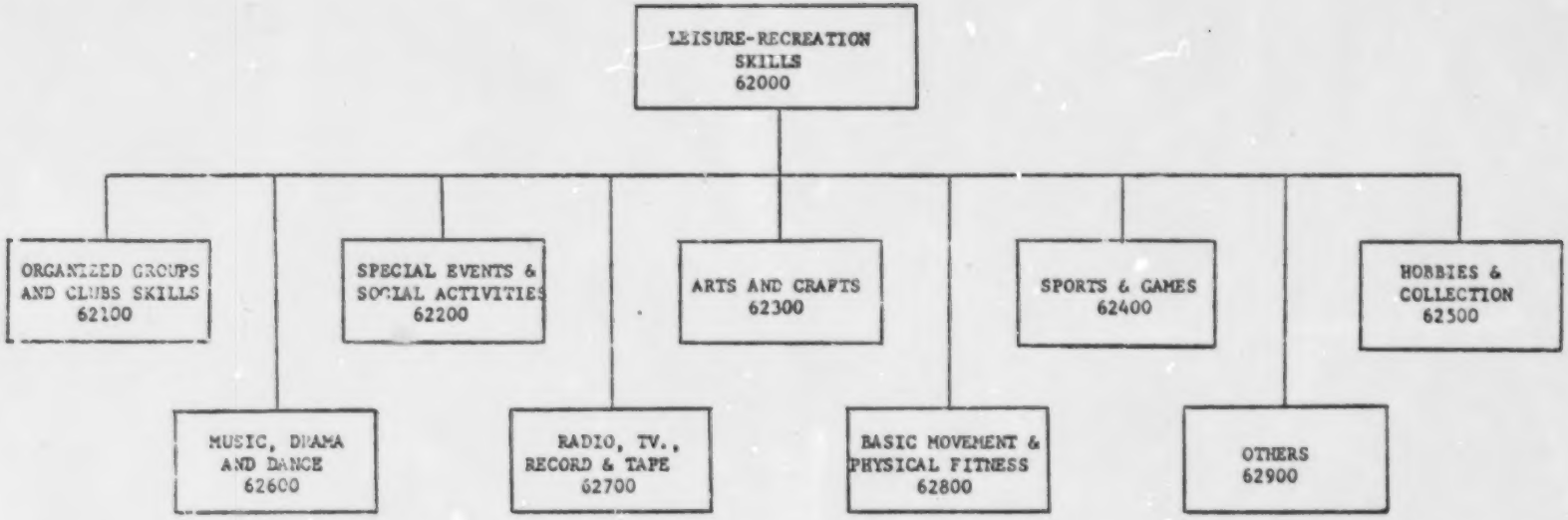
SELF-MANAGEMENT SKILLS DEVELOPED



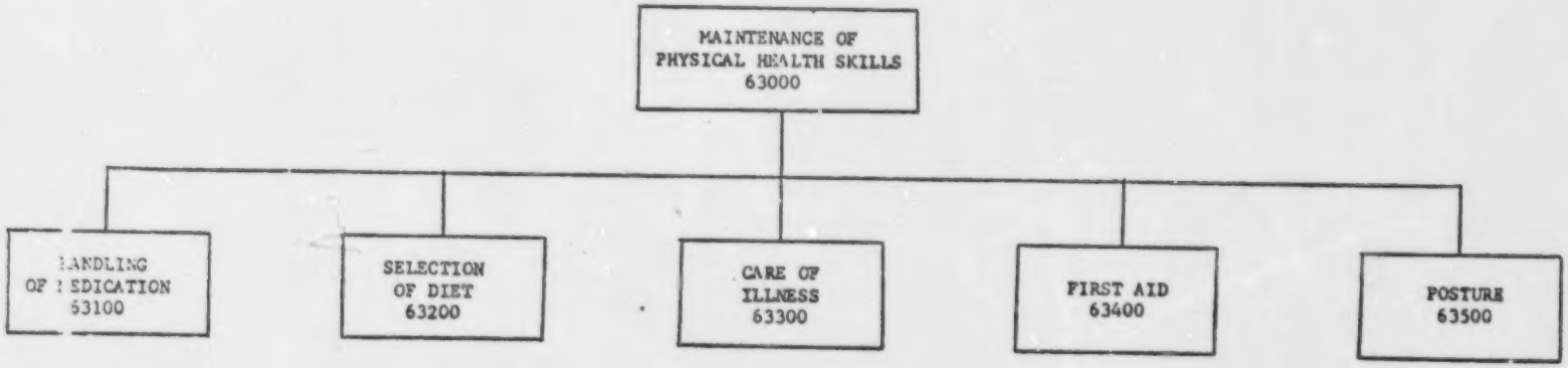
BEST COPY AVAILABLE



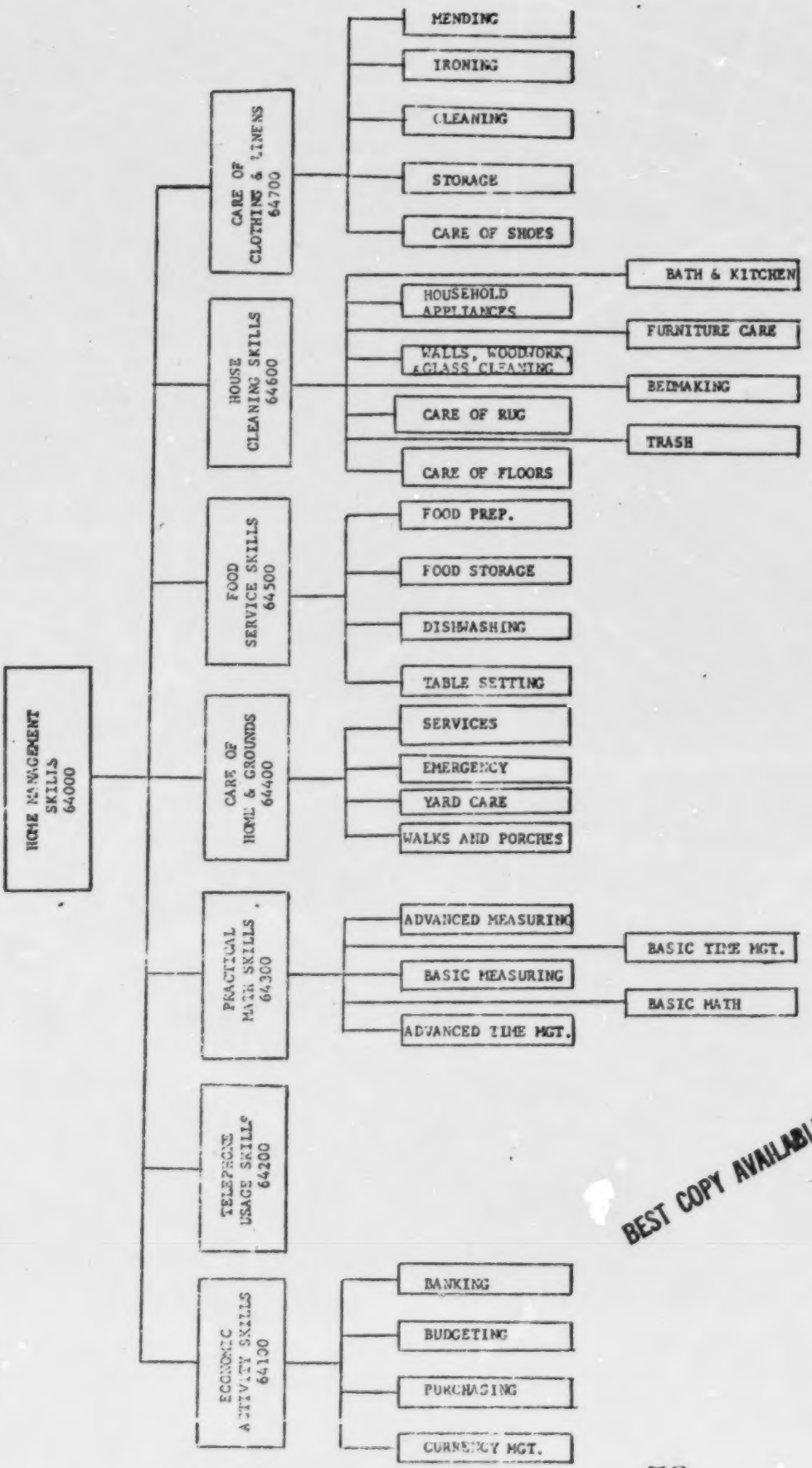
BEST COPY AVAILABLE


LEISURE-RECREATION SKILLS 62000
ORGANIZED GROUPS AND CLUBS SKILLS 62100
SPECIAL EVENTS & SOCIAL ACTIVITIES 62200
ARTS AND CRAFTS 62300
SPORTS & GAMES 62400
HOBBIES & COLLECTION 62500
MUSIC, DRAMA AND DANCE 62600
RADIO, TV., RECORD & TAPE 62700
BASIC MOVEMENT & PHYSICAL FITNESS 62800
OTHERS 62900

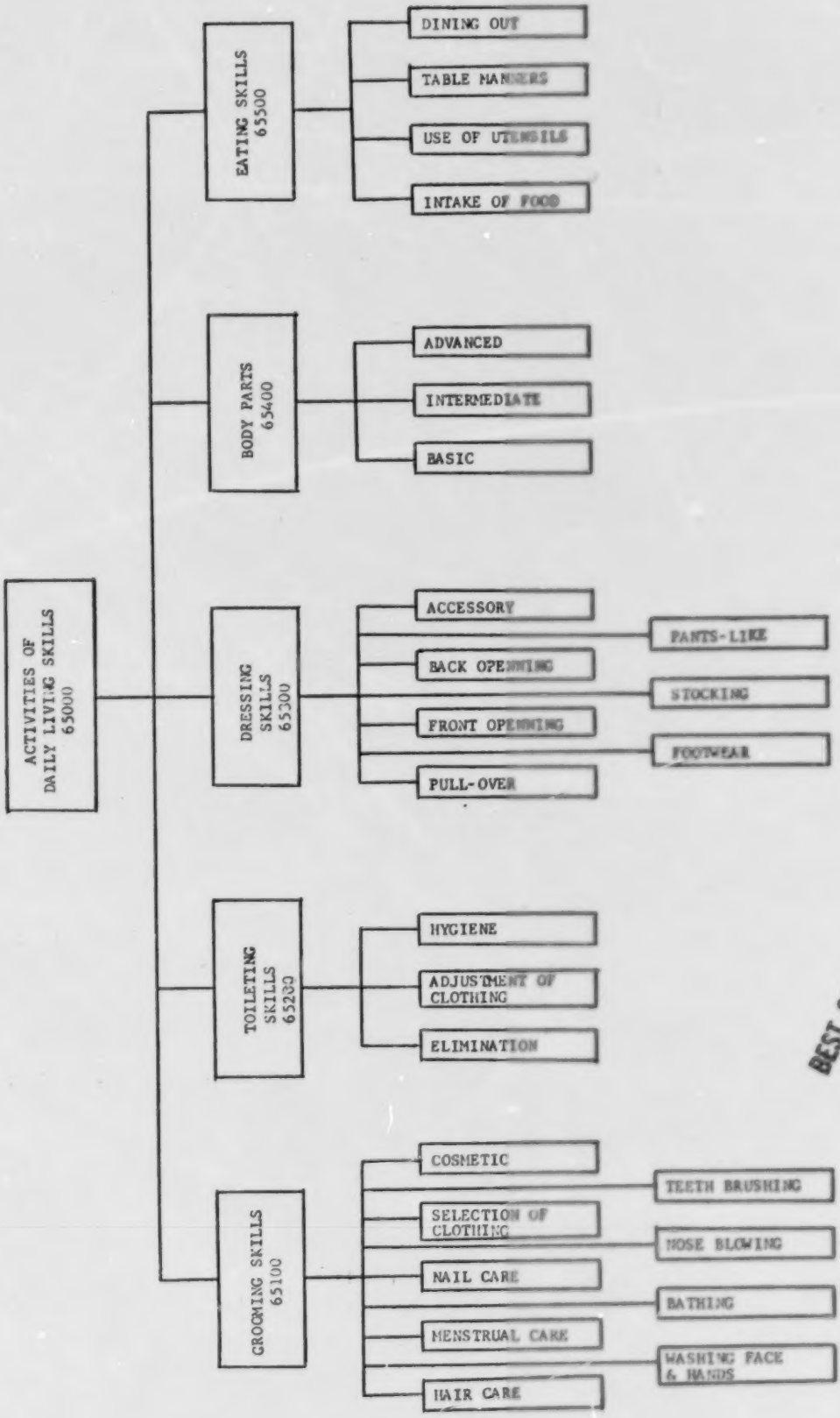
BEST COPY AVAILABLE



BEST COPY AVAILABLE



BEST COPY AVAILABLE



BEST COPY AVAILABLE

60000 Self-Management Skills Developed:
Definition: Self-Management Skills are those behaviors required to perform the following skills; I. Personal Skills; II. Leisure Time; III. Maintenance of Physical Health; IV. Home Management Skills; V. Activities of Daily Living Skills.
Goal: For each client to attain independent proficiency in Self-Management Skills.

61000 Personal Skills:
Definition: Personal Skills are those behaviors required for Responsible Behavior, Interaction with Others Skills, Decision-Making Skills, Interaction with Community Services Skills.

61100 Decision-Making Skills
Definition: Decision-Making Skills are those behaviors required to determine what to do.

61110 Client makes a decision based upon the possible consequences of 3 or more actions in a multiple choice situation.
61120 Client makes decision based upon the possible consequences of two actions.
61130 Client compares possible consequences of two actions.
61140 Client identifies possible consequences of both actions in a choice of two.
61150 Client identifies possible cause(s) of a given effect.
61160 Client identifies possible effects of a given cause.

61200 Responsible Behavior Skills
Definition: Responsible Behavior Skills are those behaviors required to be able to answer for his conduct and obligations.

61210 Client conforms to the stated and implied rules of conduct for school, work leisure time, and home situations.
61220 Client fulfills commitments.
61230 Client informs concerned others of his destination and expected time of return.
61240 Client accurately recounts occurrences (tells the truth).
61250 Client accepts legitimate blame for his actions.
61260 Client performs assigned task and he volunteers for and performs task.
61270 Client receives permission before borrowing property, cares for others' property, as he should his own and returns borrowed property.
61280 Client identifies own property from others and claims ownership of items and defends own possessions.

61300 Interaction with Others Skills
Definition: Interaction Skills are those behaviors required for interaction in Discussion, Interaction in Activities and Self-Control, and Socialization Skills.

61310 Interaction in Discussions Skills (Self-Confidence)
Definition: Interaction in Discussion Skills are those behaviors required to have self-assurance during a conversation.

61311 Client leads a group in a discussion.
61312 Client suggests ways to reduce future failure situations.
61313 Client verbalizes an opinion of subject being discussed.
61314 Client verbalizes success and failure.
61315 Client initiates conversations.
61316 Client answers questions.

61320 Interaction in Activities Skills (Self-Confidence)
Definition: Interaction in Activities Skills are those behaviors required to have self-assurance in group functions.

61321 Client initiates group activity.
61322 Client leads group in an activity.
61323 Client performs activity in a new situation in which success is uncertain.
61324 Client participates in Activities

61330 Self-Control Skills
Definition: Self-Control Skills are those behaviors required to curb emotions or desires (Client curbs short-term desires in order to get long-term reward and he also shows consideration of others' feelings by controlling impulses).

61331 Client maintains reasonable composure when faced with failure, problems and disappointments.
61332 Client is considerate of others.
61333 Client maintains reasonable composure when angered.
61334 Client maintains reasonable composure when critized.
61335 Client maintains reasonable composure with changes in activities.
61336 Client considers action before carrying it out.

61337 Client does not disrupt others.
61338 Client accepts friendly teasing.
61339 Client displays reasonable tolerance for remaining in seat or group situations, etc.

61340 Dating-Friendship Skills
Definition: Dating-Friendship Skills are those behaviors required to achieve a satisfying and mutually compatible relationship.

61341 Client verbalizes plan for the future together and prepares for marriage.
61342 Client engages in helping behaviors with friend(s) at the cost of personal loss or inconvenience to self.
61343 Client verbalizes with friend(s) on intimate matters.
61344 Client engages in leisure time activity with a member of the opposite sex.
61345 Client engages in heterosexual leisure time group activities and regularly pairs with a member of the opposite sex.
61346 Client engages in heterosexual leisure time group activities and occasionally pairs with a member of the opposite sex.
61347 Client engages in heterosexual group activity.
61348 Client engages in leisure time activities with friend(s) on a regular basis.

61350 Sexuality Skills
Definition: Sexuality Skills are those behaviors required to achieve an emotionally and physically gratifying relationship.

61351 Client engages in sexual intercourse, using contraceptives if client desires not to have a family.
61352 Client verbalizes purpose of contraceptives and is able to use them if client desires not to have a family.
61353 Client expresses knowledge that a human baby needs special attention to live (i.e., physical, financial, emotional, etc.)
61354 Client expresses knowledge that through sexual intercourse a baby is conceived.
61355 Client engages in petting activity privately.
61356 Client expresses knowledge of the development of boys and girls and their attraction for each other.
61357 Client identifies differences between boy and girl.
61358 Client identifies own sex.

61359 Client engages in private masturbatory behaviors.

61360 Family Skills
Definition: Family Skills are those behaviors required to maintain stable relations with relatives and/or those with whom he lives.

61361 Client receives and gives verbal and physical reinforcement to other members of the family.
61362 Client regularly engages in domestic activities (i.e., make bed).
61363 Client engages in leisure time activities with the family.

61400 Interaction with Community Services
Definition: Interaction with Community Services are those behaviors required for Political Procedures, Transportation, and obtaining Personal Services Skills.

61410 Political Procedures Skills
Definition: Political Procedures Skills are those behaviors required to elect leadership (club, local, state, national offices).

61411 Client displays knowledge of the issues.
61412 Client attends caucuses
61413 Client registers to vote.
61414 Client votes.

61420 Obtaining Personal Service Skills
Definition: Obtaining Personal Service Skills are those behaviors required to utilize community agencies and facilities such as Legal, Medical (doctors, dentists, clinics), Religious, Social Services (Welfare, Counselor) Educational, etc.

61421 Client demonstrates a knowledge of the procedures of utilizing Personal Services (at least 3).
61422 Client associates needs with appropriate service.
61423 Client notifies or informs someone of the need for personal services.

61430 Transportation Skill
Definition: Transportation Skills are those behaviors required to mobilize oneself by public or personal means. Public means of travel may include taxis, buses, airplanes, trains, escalator and elevators. Personal means of travel may include walking, using wheelchairs, bicycle and automobile.

61431 Client operates a motor vehicle with a current drivers license.
61432 Client utilizes commercial transportation between cities by bus, train or plane.

61433 Client utilizes elevators and escalators safely and courteously.

61434 Client utilizes public transportation with the city following courtesy and safety rules.

61435 Client locates at least one specific location following safety and courtesy rules (i.e., school, job, store).

61436 Client finds way around his immediate neighborhood (i.e., walking, using wheelchair).

62000 Leisure-Recreation Skills
Definition: Leisure-Recreation Skills are those behaviors active or passive which an individual engages in during free time.

62100 Organized Groups and Clubs Skills
Definition: Organized Groups and Clubs Skills are those behaviors required to participate in an association of persons for some common cause which is often jointly supported and meet periodically. (i.e., Boy's Club, Girls Scouts, Camera Club, Church Groups, Community Sercice Organizations, YMCA, etc.)

62200 Special Events and Social Activity Skills
Definition: Special Events and Social Activity Skills are those behaviors required to participate in not regularly scheduled events (i.e., camping, concerts, movies, excursions, sports, events, picnics, etc.) Social Activity Skills are those behaviors required to promote friendly relations in a group (i.e., parties, dining out, outings, etc.)

62300 Arts and Crafts Skills
Definition: Arts and Crafts Skills are those behaviors required to create and construct physical objects.

62400 Sports and Games Skills
Definition: Sports and Games Skills are those behaviors required to participate in physical and mental activities abiding by set rules for amusement.

62410 Team Sports Skills
Definition: Team Sports Skills are those behaviors required to participate in a sport which requires two or more individuals to play as a group in a cooperative effort. (i.e., baseball, volleyball, line games, football, etc.)

62420 Dual Sports Skills
Definition: Dual Sports Skills are those behaviors required to participate in a sport in which one individual plays against another. (i.e., tennis, horseshoes, tetherball, wrestling, etc.)

62430 Individual Sports Skills
Definition: Individual Sports Skills are those behaviors required to participate in a sport which does not require a partner or a group of players

to participate. (i.e., bicycling, skiing, swimming, track and field events, etc.)

62440 Quiet Game Skills
Definition: Quiet Games Skills are those behaviors required to participate in a game which involves limited physical activity. (i.e., checkers, cards, puzzles, bingo, etc.)

62500 Hobbies and Collection Skills
Definition: Hobbies and Collection Skills are those behaviors required to pursue or revert to an activity of interest consistent during free time.

62600 Music, Drama, and Dance Skills
Definition: Music, Drama and Dance Skills are those behaviors required for (1) Music - singing or playing a musical instrument (2) Drama - activities from role playing and make believe to production of plays, pageants and circuses.

62700 Radio, Television, Records and Tape Player Skills
Definition: Radio, Television, Record and Tape Player Skills are those behaviors required to view and operate a television, and to listen to and operate a record or tape player.

62800 Basic Movement and Physical Fitness Skills
Definition: Basic Movement and Physical Fitness Skills are those behaviors required to develop strength, mobility and agility. (i.e., working to improve fine and gross motor skills, exercising, apparatus activities (jungle gym, bars, jump rope, trampoline).

62900 Other

63000 Maintenance of Physical Health Skills
Definition: Maintenance of Physical Health Skills are the following behaviors: Posture, First Aid, Care of Illness, Selection of Diet, and Handling of Medication Skills.

63100 Handling of Medication Skills
Definition: Handling of Medication Skills are those behaviors required to store medication.

63110 Client recognizes medication and uses recommended storage procedures.
63120 Client secures medication as directed.
63130 Client seeks dispensation of medication.

63200 Selection of Diet Skills
Definition: Selection of Diet Skills are those behaviors required to choose nutritionally balanced meals and to maintain a recommended weight.

57

63210 Client chooses a nutritionally sound meal.
63220 Client chooses food to maintain a recommended weight.
63230 Client avoids foods injurious to his own health.

63300 Care of Illness Skills
Definition: Care of Illness Skills are those behaviors required to care for illness and to seek further medical attention when there is a need.

- 63310 Client takes or applies medication or treatment as recommended.
- 63320 Client seeks a yearly medical checkup.
- 63330 Client seeks help for illness which requires medical attention.
- 63340 Client seeks help for all illness.

63400 First Aid Skills
Definition: First Aid Skills are those behaviors required to care for minor wounds and burns and to seek further medical attention when there is a need.

- 63410 Client demonstrates a knowledge of the procedures of utilizing emergency services (ambulances, etc.)
- 63420 Client seeks help for wounds and burns which require medical attention.
- 63430 Client applies first aid precedures for minor wounds and burns.
- 63440 Client seeks help for all minor wounds and burns.

63500 Posture Skills
Definition: Posture Skills are those behaviors required to hold and move the body in a manner in order to enhance normal growth, development and appearance.

- 63510 Client holds arms in a natural and relaxed manner when standing, walking and sitting.
- 63520 Client walks in a relaxed manner without shuffling or dragging feet, turning feet in or out, or walking on the sides of feet.
- 63530 Client stands and walks erect in a relaxed manner.
- 63540 Client sits erect in a chair in a relaxed manner. If female, and in a dress, client sits with legs together.
- 63550 Client holds tongue in mouth and closed while listening and walking.
- 63560 Client holds head erect in a relaxed manner.

64000 Home Management Skills Developed
Definition: Home Management Skills are those behaviors required for Economic Activity Skills, Telephone Usage Skills, Practical Math Skills, Care of Home and Grounds Skills, Food Services Skills, House Cleaning Skills, and Care of Clothing Skills.

64100 Economic Activity Skills
Definition: Economic Activity Skills are those behaviors required to perform Basic Math Skills, Currency Management Skills, Purchasing Skills, Budgeting Skills, and Banking Skills.

64110 Banking Skills
Definition: Banking Skills are those behaviors required to start an account at a bank and to manage a checking and/or savings account.

64111 Client opens an account at a bank which meets his needs (location, bank hours, services).
64112 Client balances bank book.
64113 Client records check or withdrawals.
64114 Client writes checks or withdrawals from savings only when he has adequate funds.
64115 Client records deposits. (Bank may do all the calculations).
64116 Client deposits money in bank.
64117 Client endorses checks.

64120 Budgeting Skills
Definition: Budgeting Skills are those behaviors required to plan for common needs, set a priority of needs and wants and saving for larger purchases.

64121 Client budgets all expenditures on a monthly basis (i.e., rent, food, transportation, etc.)
64122 Client budgets all expenditures on a weekly basis (i.e., rent, food, transportation, etc.)
64123 Client sets priorities on his needs and wants and he buys what he needs most, first.
64124 Client budgets small amounts of money on a weekly basis, alloting given amounts each day for transportation, meals, etc.
64125 Client budgets small amounts on a daily basis (i.e., given money in morning will save for lunch and bus fare for the ride home after work.)

64130 Purchasing Skills
Definition: Purchasing Skills are those behaviors required to buy needed and desired goods and services.

64131 Client obtains estimates of cost on repair items and compares cost of replacement to determine whether to repair or replace item.
64132 Client takes advantage of sales and discounts.
64133 Client identifies the differences in price and quality of the same item from several different stores.
64134 Client purchases clothing that fits well and those that are suitable for the activity and weather.
64135 Client purchases needed and wanted household items, such as cleaning supplies, groceries, and light bulbs.
64136 Client utilizes self-operated services such as pop machines and laundromats.

64137 Client purchases needed and wanted personal items such as comb, toothbrush, soap and candy bars.

64140 Currency Management Skills
Definition: Currency Management Skills are those behaviors required to identify and handle coins and dollars.

64141 Client counts and identifies the correct amount of change to be returned from a purchase.
64142 Client counts the coins and bills needed to cover the cost of purchases.
64143 Client counts the coins needed to cover the cost of a small purchase.
64144 Client demonstrates equivalences of small coins and small bills.
64145 Client demonstrates equivalences of coins.
64146 Client identifies coins and bills.
64147 Client demonstrates awareness that money or tokens have value.

64200 Telephone Usage Skills
Definition: Telephone Usage Skills are those behaviors required to communicate by utilizing the telephone.

64210 Client uses white and yellow pages to locate several numbers he needs.
64220 Client places long distance calls.
64230 Client records and relays messages left by the caller.
64240 Client uses dial, touch and pay phone to place calls.
64250 Client converses on a phone courteously and distinctly.
64260 Client answers phone politely and distinctly.

64300 Practical Math Skills
Definition: Practical Math Skills are those behaviors required to perform basic math, time management and measuring skills.

64310 Advanced Measuring Skills
Definition: Measuring Skills are those behaviors required to estimate lengths, weights, and sizes.

64311 Client tells liquid measurement facts (i.e., 4 quarts = 1 gallon).
64312 Client tells weight measurement facts (i.e., 16 ounces = 1 pound).
64313 Client tells linear measurement facts (i.e., 12 inches = 1 foot).
64314 Client tells counting facts (i.e., 12 = 1 dozen).
64315 Client measures liquids using a container with several marked lines.
64316 Client tells weight of an item using a scale.
64317 Client measures using inch, foot and/or yard.

64320 Basic Measuring Skills
Definition: Basic Measuring Skills are those behaviors required to make weight, length and size distinctions.

64321 Client makes weight distinctions (i.e., light, lighter, lightest, heavy, heavier, heaviest.)
64322 Client makes length distinctions (i.e., long, longer, longest.)
64323 Client makes size distinctions (i.e., small, smaller, smallest, big, bigger, biggest.)

64330 Advanced Time Management Skills
Definition: Time Management Skills are those behaviors required to deal with selective time periods, tell time from a clock or watch and plan time for work and relaxation.

64331 Client arrives at scheduled events on time (lunch, dinner, work, appointments.)
64332 Client tells time to the nearest minute.
64333 Client tells time to the nearest half-hour.
64334 Client states activities planned for a few days.
64335 Client states activities planned for one day.
64336 Client lists or verbalizes planned activity in some order of rational priority.
64337 Client tells time to the nearest hour.
64338 Client identifies the seasons and months and some activities that are associated with them.

64340 Basic Time Management Skills
Definition: Basic Time Management Skills are those behaviors required to identify the days of the week and time period of the day.

64341 Client identifies the days of the week and the activities associated with specific day.
64342 Client identifies time periods of the day and the activities associated with specific time periods (i.e., morning, breakfast, etc.).

64350 Basic Math Skills
Definition: Basic Math Skills are those behaviors required to perform simple adding and subtracting.

64351 Client adds and subtracts dollars and cents. (i.e., $2.79 + $8.00).
64352 Client subtracts two-digit numbers (i.e., 25 - 18).
64353 Client adds two digit numbers. (i.e., 18 + 19).
64354 Client counts by 5's to 60.
64355 Client identifies written digits and demonstrates one to one relations between numbers and objects to 100.

64356 Client subtracts one-digit numbers (i.e., 9 - 7).
64357 Client adds one-digit numbers (i.e., 5 + 7).
64358 Client identifies written digits from 1 to 10.
64359 Client counts objects to demonstrate one to one relationships between numbers and objects up to 10.

64400 Care of Home and Grounds Skills
Definition: Care of Home and Grounds Skills are those behaviors required to care for walks, porches and lawns and to utilize home maintenance and emergency services.

64410 Home Maintenance Service Skills
Definition: Home Maintenance Service Skills are those behaviors required to utilize services for up-keep and safety of the home. These services include those of plumbing, electrical, gas, telephone, etc.

64411 Client demonstrates a knowledge of the procedures of utilizing home maintenance services.
64412 Client notifies or informs someone of the need for home maintenance services.

64420 Emergency Service Skills
Definition: Emergency Services Skills are those behaviors required to utilize services for safety and protection. The services include those of police, fire, etc.

64421 Client demonstrates a knowledge of the procedures of utilizing emergency services.
64422 Client notifies or informs someone of the need for emergency services.

64430 Yard Care Skills
Definition: Yard Care Skills are those behaviors required to maintain the lawn and garden.

64431 Client weeds the yard as needed.
64432 Client waters the lawn as needed.
64433 Client mows the lawn as needed.
64434 Client picks up debris in yard as needed.

64440 Care of Walks and Porches Skills
Definition: Care of Walks and Porches Skills are those behaviors required to maintain the outside walkway, steps, and porches.

64441 Client clears the porches, steps and walks of snow.
64442 Client sweeps the porches.

64500 Food Service Skills
Definition: Food Service Skills are those behaviors required for table setting and clearing, dishwashing, food storage, food serving and food preparation.

64510 Food Preparation Skills
Definition: Food Preparation Skills are those behaviors required to prepare food.

64511 Client uses measuring utensils to measure food for mixing and preparing.
64512 Client uses the manual kitchen utensils.
64513 Client uses electric kitchen appliances to help prepare foods.
64514 Client uses electric and/or gas surface elements for heating and cooking food.
64515 Client regulates the oven for baking and/or heating foods.
64516 Client uses the broiler to prepare foods.
64517 Client uses a paring and/or butcher knife safely.
64518 Client prepares simple foods that require no cooking.
64519 Client serves prepared food in the dish required.

64520 Food Storage Skills
Definition: Food Storage Skills are those behaviors required to remove food from the store and store in the storage areas.

64521 Client places frozen vegetables, fruits, meats and perishables in the freezer.
64522 Client places fresh vegetables, fruits, meats and perishables in the refrigerator.
64523 Client places new canned or packaged food in storage areas.
64524 Client places leftovers in the storage area.
64525 Client removes desired food from the storage area.

64530 Dishwashing Skills
Definition: Dishwashing Skills are those behaviors required to wash, rinse and dry dishes, silverware, pots, pans and utensils.

64531 Client adjusts the water temperature, adds soap, and washes and rinses dishes, silverware, pots, pans and utensils.
64532 Client washes, rinses and dries breakables.
64533 Client dries utensils, silverware, dishes, pots, and pans.
64534 Client dries utensils.

64535 Client scrapes dishes, pots, pans, and silverware in preparation for washing.
64536 Client returns all dishes, silverware, pots, pans and utensils to the proper storage area.

64540 Table Setting and Clearing Skills
Definition: Table Setting and Clearing Skills are those behaviors required to set, clear, and clean the table.

64541 Client identifies, assembles and set the table with necessary tableware.
64542 Client places silverware next to plates.
64543 Client clears and cleans the table.

64600 House Cleaning Skills
Definition: House Cleaning Skills are those behaviors required to clean and maintain neatness of all areas of one's home through use of cleaning agents and common cleaning equipment.

64610 Care of Household Appliances Skills
Definition: Care of Household Appliances Skills are those behaviors required to clean and maintain their appearance and insure their functioning.

64611 Client operates applicances and electrical fixtures (light bulbs, thermostats, wall switches).
64612 Client seeks help when appliances need repair.
64613 Client cleans large appliances (refrigerator, stove).
64614 Client wipes clean and stores small appliances.

64620 Wall, Woodwork, Windows and Glass Cleaning Skills
Definition: Wall, Woodwork, Window and Glass Cleaning Skills are those behaviors required to clean from said surfaces.

64621 Client applies cleaner and wipes away dirt and streaks from walls, windows, woodwork and glass surfaces.

64622 Client identifies and assembles necessary equipment for cleaning walls, woodwork, windows and glass surfaces.
64623 Client cleans said surfaces as necessary.

64630 Care of Rugs Skills
Definition: Care of Rug Skills are those behaviors required to vacuum, shampoo or wash rugs.

64631 Client applies and removes shampoo from unwashable rugs.
64632 Client shakes and/or washes scatter rugs.

64633 Client vacuums rugs.

64640 Care of Floor Skills
Definition: Care of Floor Skills are those behaviors required to wash, wax, sweep, or vacuum wood, tile or linoleum floors.

64641 Client waxes and polishes floors.
64642 Client washes and rinses floor.
64643 Client sweeps and vacuums floors.

64650 Bath and Kitchen Fixture Cleaning Skills
Definition: Bath and Kitchen Fixture Cleaning Skills are those behaviors required to apply cleaner, scrub, rinse and/or polish tubs and toilet.

64651 Client applies, scrubs, rinses and/or polishes bath or kitchen fixtures.
64652 Client identifies and assembles the necessary equipment for cleaning bath and kitchen fixtures.
64653 Client cleans bath and kitchen fixtures as needed.

64660 Care of Furniture Skills
Definition: Care of Furniture Skills are those behaviors required to dust, polish, and/or clean furniture and upholstery.

64661 Client maintains furniture in usable condition.
64662 Client vacuums and cleans upholstered furniture.
64663 Client dusts and polishes wood surfaces of furniture.

64670 Bedmaking Skills
Definition: Bedmaking Skills are those behaviors required to apply sheets, blankets, pillows with pillow cases, and bedspreads smoothly and evenly on a bed.

64671 Client periodically strips and changes linens.
64672 Client makes the bed.

64680 Trash Collection and Removal Skills
Definition: Trash collection and Removal Skills are those behaviors required to store trash in container in the home and to remove trash from the home to collection sites periodically.

64681 Client removes trash and perishable wastes to collection sites periodically.
64682 Client disposes of trash and perishable wastes in the designated container.

64700 Care of Clothing and Household Linens Skills
Definition: Care of Clothing and Household Linens Skills are those behaviors required to hang up, fold, and/or put away wearing apparel and household linens.

64710 Mending Skills
Definition: Mending Skills are those behaviors required to attach buttons and sew up tears, seams, and hems in articles of clothing.

64711 Client recycles items beyond repair or alteration for other uses.
64712 Client seeks mending services.
64713 Client mends tears, seams and hems.
64714 Client sews on buttons.

64720 Ironing Skills
Definition: Ironing Skills are those behaviors required to remove wrinkles from clean clothing and household linens with an iron.

64721 Client irons his clean clothing and household linens without damage.
64722 Client sets up equipment needed for ironing (i.e., ironing board).
64723 Client discriminates between clothing and household linens which should be ironed and those which need not be by sorting clean clothing and household linens into iron and no-iron pile.

64730 Cleaning Skills
Definition: Cleaning Skills are those behaviors required to wash and dry clothing and household linens which do not require dry cleaning.

64731 Client separates clothing and household linens to be washed from those that must be dry cleaned or washed by hand.
64732 Client uses a washer and dryer to wash and dry clothing and household linens.
64733 Client separates washable clothing by category (while and colors, hot and cold).
64734 Client performs simple washing and drying of clothes.

64740 Storage of Clothing and Household Linens Skills
Definition: Storage of Clothing and Household Linens Skills are those behaviors required to hang up, fold, and/or put away wearing apparel and household linens.

64741 Client folds and stores clean household linens.
64742 Client places the soiled articles in a laundry bag or hamper.

64743 Client hangs up clothing on hooks or hangers.

64750 Care of Shoes
Definition: Care of Shoes Skills are those behaviors required to repair, polish, wipe and store shoes.

64751 Client repairs shoes as needed.
64752 Client polishes shoes as needed.
64753 Client wipes and cleans shoes as needed.
64754 Client puts away shoes when they are not being used.

65000 Activities of Daily Living Skills Developed
Definition: Activities of Daily Living Skills are those behaviors of eating, dressing, toileting, and grooming.

65100 Grooming Skills
Definition: Groomirg Skills are those behaviors required to maintain personal cleanliness, health, and appearance.

65110 Cosmetic Skills
Definition: Cosmetic Skills are those behaviors required to use cream, lotion, make-up, deodorant and shave.

65111 Client assembles, shaves, and puts away articles needed to shave.
65112 Client selects cosmetics/chemical aids for varying occasions, weather and health conditions.
65113 Client applies make-up to eyes, face and lips.
65114 Client applies deodorant and/or anti-perspirant on a regular basis.

65120 Selection of Clothing and Shoes Skills
Definition: Selection of Clothing Skills are those behaviors required to select clean, untorn clothing and shoes which fit for various weather and occasion.

65121 Client selects clothing and shoes for varying occasions.
65122 Client selects clothing and shoes for varying weather conditions.
65123 Client discriminates between clothing and shoes in need of repairs and those that do not.
65124 Client discriminates between clothing and shoes that fit and those that do not.
65125 Client changes underwear and clothing as needed.

65130 Nail Care Skills
Definition: Nail Care Skills are those behaviors required to clean, trim and file finger and toe nails.

65131 Client trims and/or files his nails.
65132 Client cleans his nails.

65140 Menstrual Care Skills
Definition: Menstrual Care Skills are those behaviors required of a female to apply and change napkins or tampons with sufficient frequency to keep her clothing free from blood stains and body free from odor during menstruation.

65141 Client applies and changes napkins or tampons with sufficient frequency.
65142 Client removes and disposes of napkins or tampons during menstruation.
65143 Client applies napkins or tampons during menstruation.
65144 Client indicates when menstruation begins

65150 Hair Care Skills
Definition: Hair Care Skills are those behaviors required to clean and dry, comb and/or brush, set hair.

65151 Client seeks hair care services.
65152 Client sets hair.
65153 Client removes excess moisture from his hair.
65154 Client wets hair, applies shampoo, rubs it into his hair and rinses his hair.
65155 Client combs and brushes hair.

65160 Teeth Brushing Skills
Definition: Teeth Brushing Skills are those behaviors required to clean own teeth with toothpaste and toothbrush.

65161 Client applies toothpaste.
65162 Client brushes his teeth and rinses his mouth.

65170 Nose Blowing Skills
Definition: Nose Blowing Skills are those behaviors required to clean nostrils and nasal area using a tissue or handkerchief.

65171 Client blows his nose into tissue or handkerchief.
65172 Client wipes his nose with tissue or handkerchief.

65180 Bathing Skills
Definition: Bathing Skills are those behaviors required to cleanse body with soap and water and dry with a towel.

65181 Client adjusts shower or bath water temperatures.
65182 Client dries his body.
65183 Client soaps and washes his body.

65190 Washing Hands and Face Skills
Definition: Washing Skills are those behaviors required to cleanse hands with soap and water and dry with a towel.

65191 Client washes his hands and face without getting his clothes wet.

65192 Client dries his hands and face with a towel.
65193 Client washes his hands and face with soap and water.
65194 Client wets his hands and face with water.

65200 Toileting Skills
Definition: Toileting Skills are those behaviors required for elimination, adjustment of clothing, and hygiene required for the use of toileting facilities.

65210 Hygiene Skills
Definition: Hygiene Skills are those behaviors required to use toilet tissue, flush a toilet and wash hands after elimination.

65211 Client washes his hands with soap if available.
65212 Client flushes the toilet.
65213 Client takes tissue from a dispenser.
65214 Client wipes self clean and disposes of the tissue in the toilet after elimination.

65220 Adjustment of Clothing Skills
Definition: Adjustment of Clothing Skills are those behaviors required to arrange underpants, pants and/or dress before, during and after elimination.

65221 Client tucks in shirt or blouse or adjusts pants or dress after elimination.
65222 Male Client opens and closes the flies on his pants and underpants before and after elimination.
65223 Female Client:
(1) holds her dress up while seated on a toilet.
(2) holds her dress up while pulling her underpants down and up.
65224 Client pulls his pants and/or underpants up after elimination.
65225 Client pulls his pants and/or underpants down before elimination.

65230 Elimination Skills
Definition: Elimination Skills are those behaviors required to eliminate in a toilet.

65231 Client (male) while standing in front of the toilet or urinal will hold the penis so that the stream is directed into the toilet.
65232 Client eliminates only in a toilet.
65233 Client indicates need to eliminate.
65234 Client eliminates in a toilet on a regular schedule.

65300 Dressing Skills
Definition: Dressing Skills are those behaviors required to put on, take off and fasten clothing and accessories.

65310 Accessory Dressing Skills
Definition: Accessory Dressing Skills are those behaviors required to take off, put on, and fasten items which include hair accessories, (ribbons, hats) jewelry, clothing accessories (watches, belts, pins) and devices such as glasses, hearing aids, braces and false teeth.

65311 Client ties, buckes, snaps, hooks, zippers accessories as needed.
65312 Client puts on accessories.
65313 Client takes off accessories.

65320 Back Opening Garment Dressing Skills
Definition: Back Opening Garment Dressing Skills are those behaviors required to take off, put on and fasten clothing which opens completely down the back such as blouses, sweaters, dresses, smocks and aprons.

65321 Client zips, buttons, hooks, ties or snaps Back Opening Garments as needed.
65322 Client puts on Back Opening Garments.
65323 Client takes off Back Opening Garments.

65330 Front Opening Garment Dressing Skills
Definition: Front Opening Garment Dressing Skills are those behaviors required to take off, put on and fasten clothing which opens completely down the front such as shirts, blouses, coats, jackets and sweaters.

65331 Client ties, zips, buttons, hooks, or snaps Front Opening Garments as needed.
65332 Client puts on Front Opening Garments.
65333 Client takes off Front Opening Garments.

65340 Pull-Over Garments Dressing Skills
Definition: Pull-over Garments Dressing Skills are those behaviors required to take off, put on and fasten clothing which go over the head such as T-shirts, sweaters, dresses, skirts and nightgowns.

65341 Client zips, buttons, hooks, or snaps Pull-Over Garment as needed.
65342 Client puts on Pull-Over Garments.
65343 Client takes off Pull-Over Garments.

65350 Pant-like Garment Dressing Skills
Definition: Pants-like Garment Dressing Skills are those behaviors required to take off, put on, and fasten clothing, which require stepping into such as slacks, shorts, pants-skirts, jump suits, and undergarments.

65351 Client zips, ties, buttons, hooks, or snaps Pants-like Garment as needed.

65352 Client puts on Pants-like Garment.
65353 Client takes off Pants-like Garment.

65360 Stocking Dressing Skills
Definition: Stocking Dressing Skills are those behaviors required to take off, put on and fasten hosiery such as socks, hose, pantyhose and leotards.

65361 Client fastens stockings if necessary.
65362 Client puts on stockings.
65363 Client takes off stockings.

65370 Footwear Dressing Skills
Definition: Footwear Dressing Skills are those behaviors required to take off, put on and fasten articles such as shoes, boots, sandals, slippers and overshoes.

65371 Client ties, buckles, snaps, buttons, hooks, or zips footwear as needed.
65372 Client puts on footwear.
65373 Client takes off footwear.

65400 Body Parts Skills
Definition: Body Parts Skills are those behaviors required to identify the list areas of a human body.

65410 Advanced Body Parts

65411 Client identifies chest.
65412 Client identifies eyebrow.
65413 Client identifies shoulders.
65414 Client identifies ankle and wrist.
65415 Client identifies neck.
65416 Client identifies side.
65417 Client identifies elbows.
65418 Client identifies waist and hips.
65419 Client identifies chin and cheek.

65420 Intermediate Body Parts

65421 Client identifies heel.
65422 Client identifies teeth.
65423 Client identifies fingernails.
65424 Client identifies fingers and toes.
65425 Client identifies stomach.
65426 Client identifies legs.
65427 Client identifies knees.
65428 Client identifies back.
65429 Client identifies arm.

65430 Basic Body Parts.

65431 Client identifies genitals (penis, vagina and anal areas).

65432 Client identifies head.
65433 Client identifies nose.
65434 Client identifies feet.
65435 Client identifies hands.
65436 Client identifies ears.
65437 Client identifies mouth.
65438 Client identifies eyes.
65439 Client identifies hair.

65500 Eating Skills
Definition: Eating Skills are those behaviors necessary for intake of food, use of utensils, table manners, and dining out skills.

65510 Dining Out Skills
Definition: Dining Out Skills are those behaviors required to eat away from home, at school, work or in a restaurant.

65511 Client decides the amount of tip and leaves change on the table.
65512 Client pays for meal at the table or register.
65513 Client looks at menu, decides on what he will order and orders, being courteous to personnel.

65520 Table Manners Skills
Definition: Table Manners Skills are those behaviors required for courteous and considerate behaviors at mealtimes.

65521 Client helps make mealtimes pleasant by participating in mealtime conversation with others.
65522 Client passes food after serving self and passes food within his reach when requested.
65523 Client requests food and takes food passed to him and serves himself.
65524 Client asks to be excused after completing his meal.
65525 Client uses napkin.
65526 Client eats without disturbing other (i.e., not making excessive noise or playing with food).
65527 Client eats meal at a reasonable rate and stays in seat until finished.

65530 Use of Utensils Skills
Definition: Use of Utensils Skills are those behaviors required to drink from a cup or glass and to use a spoon, fork and knife to feed oneself.

65531 Client uses a knife in conjunction with a fork to cut food into bite-size portions.
65532 Client uses a knife for spreading.
65533 Client uses spoon only to feed themselves liquids served in bowls, desserts requiring the use of spoons and to stir liquid (coffe, tea) and uses

fork only to eat those foods requiring the use of a fork.

65534 Client feeds self with spoon and fork without spilling food.

65535 Client spoon feeds self without spilling.

65536 Client drinks from a fountain

65537 Client drinks liquids from a cup or glass using one hand.

65538 Client drinks liquids from a cup or glass without spilling.

65539 Client drinks liquids from a cup or glass.

65540 Intake of Food Skills

Definition: Intake of Food Skills are those behaviors required for sucking, swallowing, moving lips and tongue, biting, chewing and finger feeding.

65541 Client discriminates finger food from non-finger foods.

65542 Client feeds self with his fingers.

65543 Client obtains food with his fingers for mouthing.

65544 Client chews solid food before swallowing it.

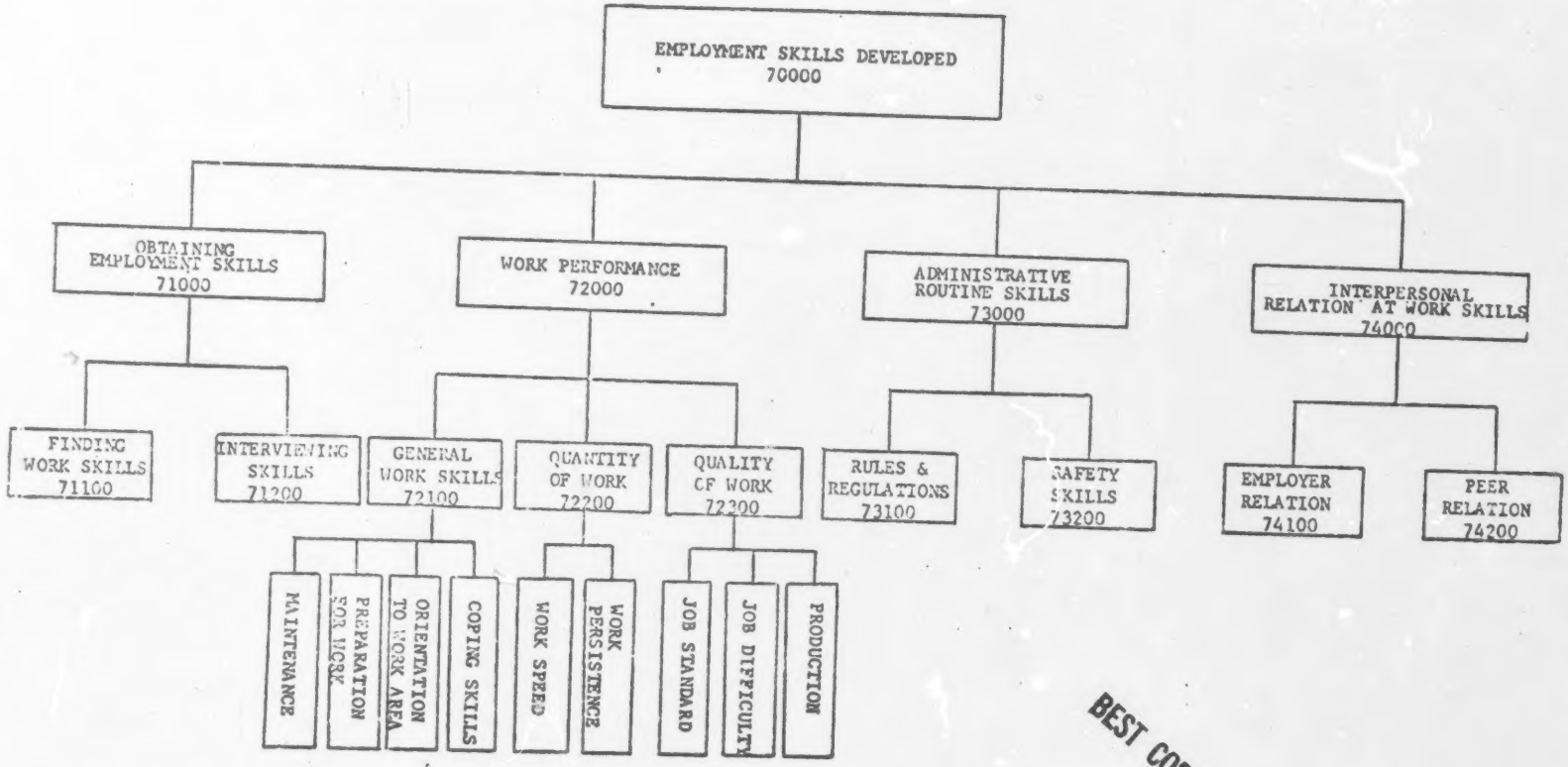
65545 Client takes bites from a large portion of the food and/or from a utensil.

65546 Client moves lips and tongue to swallow without spilling and closes his mouth when swallowing.

65547 Client retains and swallows food substances.

65548 Client sucks food substances from a nipple or container.

EMPLOYMENT SKILLS DEVELOPED



BEST COPY AVAILABLE

70000 Employment Skills Developed
Definition: Employment Skills Developed are those behaviors required to perform the following skills: I. Obtaining Employment Skills; II. Work performance Skills; III. Rules and Regulation Skills; and IV. Interpersonal Relations at Work Skills.
Goal: For each client to attain independent proficiency in Employment Skills.

71000 Obtaining Employment Skills
Definition: Obtaining Employment Skills are those behaviors required to interviewed and to find work.

71100 Find Work Skills
Definition: Finding Work Skills are those behaviors required to gain information about a job opening and its requirements.

71110 Client looks in the proper section of the newspaper in search for a job.
71120 Client goes to the employment office in search for a job.
71130 Client searches for a job where his skills, mental and physical abilities are equal to the demands of the job.
71140 Client informs Community Agency that he needs help in finding a job and making applications.

71200 Interviewing Skills
Definition: Interviewing Skills are those behaviors required to conduct oneself during his initial contacts with an employer.

71210 Client answers all questions.
71220 Client fills out application forms, or if he cannot read or write, he can give correct information (i.e., address, telephone number, birthdate, Social Security, schools attended, work experience, business reference, character reference.)
71230 Client gets to the appointment on time.
71240 Client wears clothing suitable for the occasion.
71250 Client contacts employer to make an appointment (phone, letter or personally going) for an interview.

72000 Work Performance Skills
Definition: Work Performance Skills are those behaviors required for General Job Skills, Quantity of Work Skills and Quality of Work Skills.

72100 General Work Skills
Definition: General Work Skills are those behaviors required for Coping Skills, Preparation for Work Skills, Orientation to Work Area, and Maintenance Skills.

72110 Coping Skills
Definition: Coping Skills are those behaviors required to adjust to a job or to changes in a work situation.

- 72111 Client functions under stress. (i.e., when faced with deadlines, heavy workload, interacts with others when feels pressured, etc.)
- 72112 Client adjusts to unfamiliar situations (i.e., an exciting event, etc.)
- 72113 Client adjusts to changes in routine.
- 72114 Client transfers previously learned skills to a new task.
- 72115 Client works alone.
- 72116 Client follows instructions when job involves three or more specific tasks.
- 72117 Client follows instructions when job involves two specific tasks.
- 72118 Client follows instructions when job involves one task.

72120 Orientation to Work Area Skills
Definition: Orientation to Work Area Skills are those behaviors required to locate various locations at the work site.

- 72121 Client locates special areas in a work area (locker room, first aid, cafeteria, bathroom, fire exit, supervisor's office).
- 72122 Client locates work station.
- 72123 Client uses designated entrance and exits.

72130 Preparation for Work Skills
Definition: Preparation for Work Skills are those behaviors required to assemble work materials and to do other necessary tasks before working.

- 72131 Client assembles materials needed on which to work.
- 72132 Client goes directly to assigned work area.
- 72133 Client uses the prescribed method of reporting to work.
- 72134 Client wears suitable clothing for the job.

72140 Maintenance Skills
Definition: Maintenance Skills are those behaviors required to store work materials and output and to clean work area and tools.

- 72141 Client maintains tools in working condition.
- 72142 Client puts away production in prescribed manner in storage area.
- 72143 Client puts away supplies and equipment.
- 72144 Client cleans work area.

72200 Quantityof Work Skills
Definition: Quantity of Work Skills are those behaviors required to perform Work Persistence Skills and Work Speed Skills.

72210 Work Persistence Skills
Definition: Work Persistence Skills are those behaviors required to keep client's attention on the job for regular work day.

72211 Client begins work at the beginning of the day, and continues to work throughout the day, except for scheduled breaks.
72212 Client begins work at the beginning of the morning or afternoon, continues until noon or the end of the day, except for scheduled breaks.
72213 Client begins work at the beginning of the day or after coffee, or lunch breaks, and continues working until the next coffee or lunch break or the end of the day.
72214 Client begins work and continues for one hour.
72215 Client begins work and continues for thirty minutes.
72216 Client begins work and continues for fifteen minutes.

72220 Work Speed Skills
Definition: Work Speed Skills are those behaviors required to work at a standard rate established by the Labor Department.

72221 Client works above the standard rate.
72222 Client works at standard rate.
72223 Client works below the standard rate.

72300 Quality of Work Skills
Definition: Quality of Work Skills are those behaviors required to perform a total job, to supervisor's standards, and jobs of different degrees of difficulty.

72310 Production Skills
Definition: Production Skills are those behaviors required to perform a complete job.

72311 Client performs a total job.
72312 Client performs the first half of the job.
72313 Client performs the first task of the job.

72320 Degree of Difficulty of the Job.
Definition: Degree of Difficulty of the Job are those skills required to complete the job.

72321 Client performs skilled work (Skilled Work is a job that requires craftsmen, mechanic and

repairmen skills, which often require an apprenticeship period.)

72322 Client performs Clerical or Sales Work (i.e., Checker, Salesman, Bookkeeper, etc.)

72323 Client performs domestic, personal, protective or building service work (laundry, cook, maid, waiter, kitchen worker, attendent in institutions, watchman, janitor, etc.)

72324 Client performs Agricultural, Fishing or Fishery work.

72325 Client performs semi-skill work (semi-skilled work involves operating powered equipment such as sewing machines, wrapper, fork lifts, assemblers).

72326 Client performs unskilled work (unskilled work is manual labor such as handling and moving materials, wrapping and mixing.)

72330 Client performs work to meet supervisor's standards.

72331 Client consistently exceeds what is expected.

72332 Client frequently exceeds what is expected.

72333 Client consistently achieves what is expected.

72334 Client occasionally fails to achieve what is expected.

72335 Client fails to achieve what is expected.

73000 Administrative Routine Skills
Definition: Administrative Routine Skills are those behaviors required to follow rules and regulations and follow safety procedures.

73100 Rules and Regulations Skills
Definition: Rules and Regulations Skills are those behaviors required to follow company policy in daily work activities.

73110 Client lists (or verbalizes) employees' benefits such as vacation leave, insurance, sick leave and holidays.

73120 Client follows company policy for filing grievances.

73130 Client follows company policy for receiving checks or pay.

73140 Client calls in when sick or delayed.

73150 Client's use of leave follows supervisor's expectations.

73160 Client follows company policy during breaks and lunch period.

73170 Client follows work schedule.

73180 Client begins work on designated time.

73190 Client quits work on designated time.

73200 Safety Skills
Definition: Safety Skills are those behaviors required to perform daily work activities free from danger.

73210 Client identifies and follows warning signals (i.e.,

no smoking, yellow warning lines, fire alarm).

73220 Client reports industrial accidents.

73230 Client takes safety precautions at work (i.e., not running in dangerous areas and closing a knife after using).

73240 Client wears and utilizes required safety accessories and clothing.

74000 Interpersonal Relations at Work Skills
Definition: Interpersonal Relations at Work Skills are those behaviors required for Employer and Peer Relations Skills.

74100 Employer Relation Skills
Definition: Employer Relation Skills are those behaviors required to interact with a supervisor.

74110 Client is responsible to his employer for supervision of one or more employees.

74120 Client adjusts to alternative supervisors.

74130 Client questions supervisor about pertinent aspects of the job when necessary.

74140 Client adjusts to changes in assignment without becoming unduly afraid, confused, disoriented, or upset.

74150 Client adjusts to corrections.

74160 Client works to improve from criticism.

74170 Client follows instructions.

74200 Peer Relation Skills
Definition: Peer Relation Skills are those behaviors required to interact with other employees.

74210 Client joins peer organizations (i.e., unions, clubs).

74220 Client offers assistance when someone he is working with needs help.

74230 Client works with others as a team.

74240 Client interacts with others during breaks or lunch.

74250 Client adjusts to new workers around him.

75000 Self-Employment Skills
Definition: Self-Employment Skills are those behaviors required to own and operate a business independent of others management or supervision.

75100 One Man Business Skills
Definition: One Man Business Skills are those behaviors required to maintain oneself in a business.

75200 More than One Man Business Skills
Definition: More than One Man Business Skills are those behaviors required to own and operate a business and supervise employees.